

Learner Code of Conduct



1. Purpose

This policy outlines the expected standard of behaviour for all learners undertaking training and assessment with K & T Training & Assessing Pty Ltd. It ensures a safe, respectful, and equitable environment, in alignment with ASQA standards and SafeWork requirements for high-risk training.

2. Scope

This policy applies to all learners, including those undertaking training at a workplace, RTO site, online, or via third-party providers.

3. Policy Statement

K & T Training & Assessing Pty Ltd is committed to delivering high-quality training and assessment in a learning environment that is inclusive, safe, respectful, and free from discrimination or misconduct. Learners are expected to behave in a way that upholds these values and supports the integrity of K & T Training & Assessing Pty Ltd.

4. Student Responsibilities

Learners must:

1. General Conduct

- Treat K & T Training & Assessing employees, fellow learners, and others with respect and courtesy at all times.
- Not engage in bullying, harassment, discrimination, or offensive behaviour.
- Follow all lawful and reasonable instructions given by K & T Training & Assessing employees and trainers/assessors.

2. Learning Integrity

- Submit their own original work and avoid plagiarism, cheating, or misrepresentation.
- Participate actively in learning and assessment activities and maintain academic honesty.
- Respect the intellectual property and copyright of training materials.

3. Safety and Compliance

- Comply with all safety instructions and procedures, including those required by SafeWork for high-risk training activities.
- Immediately report any unsafe conditions or incidents to their trainer or assessor.



- Not undertake training or assessment under the influence of drugs or alcohol.
- 4. Access and Equity
 - Respect diversity and ensure their actions do not negatively impact another learner's access to training or support services.
 - Notify K & T Training & Assessing of any individual needs or reasonable adjustments required.
- 5. Use of K & T Training & Assessing Resources
 - Use facilities, equipment, and materials responsibly and only for the purposes of study.
 - Not damage or misuse property or resources.
- 6. Communication
 - Provide accurate and timely information to K & T Training & Assessing and respond to communication as required.
 - Maintain current contact details with K & T Training & Assessing throughout their enrolment.

5. Breach of Policy

Failure to comply with this Code of Conduct may result in disciplinary action, including:

- Formal warnings.
- Suspension or withdrawal from training.
- Referral to external authorities if necessary.

All breaches will be managed fairly and in accordance with K & T Training & Assessing's Complaints and Appeals Policy.