Student Code of Conduct

1.0 Purpose

1.1 The purpose of this procedure is to outline the system used for ensuring students meet the behaviour requirements of **Worldwide Skills Development Pty Ltd t/a The Future Culinary Academy (herein referred to as "FCA")**.

2.0 Responsibility

2.1 The Academic Coordinator will be responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements.

3.0 Requirements

3.1 Students are required to always adhere to the Future Culinary Academy (FCA) Student Code of Behaviour

3.2 The Academic Coordinator must, prior to implementation, approve any discipline actions arising from breaches of the Student Code of Behaviour.

3.3 Any decision by the Academic Coordinator in relation to student discipline can be appealed using the Student Feedback Complaints and Appeals procedure.

3.4 The Student Code of Behaviour requires the following rights and expectation to be always respected and adhered to.

- The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial, and sexual differences, age, disability, or socio-economic status.
- The right to be free from all forms of intimidation.
- The right to work in a safe, clean, orderly, and cooperative environment.
- The right to have personal property (including computer files and student work) and the Institute property protected from damage or other misuse.
- The right to have any disputes settled in a fair and rational manner (this is accomplished by the Feedback Complaints and Appeals Procedure)
- The right to work and learn in a supportive environment without interference from others.
- The right to express and share ideas and to ask questions.
- The right to be always treated with politeness and courteously.
- The expectation that students will not engage in copyright breaches, cheating or plagiarism.
- The expectation that students will submit work when required.
- The expectation that students will always meet the requirements, terms and conditions contained in the student application and enrolment form, including payment of fees.
- The expectation that students will attend all required classes and assessment as part of the requirement to progress through the course satisfactorily and complete the course in within the time frame notified in the student application and enrolment form.
- Students are expected to treat all students and staff fairly and equitably, without discrimination, harassment, or vilification based on religion, including antisemitism. Students must not engage in antisemitic behaviour, including offensive comments, stereotyping, or exclusionary practices.
- Students are expected to respect diversity and support an inclusive learning environment free from religious vilification and antisemitism, in line with national initiatives addressing antisemitism, including the work of the Australian Government's Special Envoy to Combat Antisemitism.
- Students and staff must ensure that discussions on sensitive topics, including political or international conflicts, are respectful and do not result in discrimination, harassment, intimidation, or vilification of others.

4.0 Definitions

4.1 **Religious Vilification and Antisemitism:** Vilification, including antisemitism, is a form of discrimination that involves actions, language, or behavior that humiliates, intimidates, or incites hatred against a person or group based on their religion. Antisemitism can occur through direct discrimination (e.g., exclusion due to Jewish identity), indirect discrimination (e.g., policies or practices that disadvantage students or staff), or contribute to systemic discrimination (e.g., organisational culture or patterns of behavior that marginalise individuals, harassment or discrimination against Jewish individuals or communities).

5.0 Method

5.1 For non-compliance with the Student Code of Behaviour, the following procedure for discipline will be followed, except in situations where the CEO determines that the behaviour is sufficient to warrant expulsion. Where a student has been expelled, they will be unable to attend class; however, they will have a right of appeal under the Appeals Procedure.

- A member of the Institute staff will contact students in the first instance and arrange a counselling meeting to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties, and included in the student's personal file. (Step 1)
- Where there is a second breach of the Student Code of Behaviour, students will be invited for a personal interview with the Academic Coordinator to discuss the breaches further. This meeting and its outcomes will be documented, signed by all parties, and included in the student's personal file. (Step 2)
- Should a third breach of the Student Code of Behaviour occur after the Stage 2 meeting, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included in the student's personal file. (Step 3)
- After the three steps in the discipline procedure have been followed, and breaches of the Code of Behaviour continue, training services will be withdrawn, and the student will be sent a student cancellation warning letter.
- Failure to attend scheduled meetings may result in FCA deciding to cancel a student's enrolment.
- If FCA intends suspending or cancelling the student's enrolment where it is not at the student's request, the student must be informed they have 20 working days to appeal to FCA. If the appeal is not upheld or the student withdraws from the appeal process, then FCA must report the student to Department of Education and Training and the Department of Home Affairs (DHA) via PRISMS. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating the student's welfare.
- Suspension or cancellation of your enrolment must be reported to Department of Home Affairs and may affect the status of a students' VISA.
- At any stage of this procedure, students can access the FCA Feedback Complaints and Appeals procedure to settle any disputes that may arise.

The agreement and the availability of Feedback Complaints and Appeals processes don't remove the right of the student to act under Australia's consumer protection laws, or their rights under the National Code 2018.

I acknowledge that I have read and understood the Code of Conduct Policy of FCA and agree to comply with the requirements outlined in the policy.

Student Name: _____

Student Signature: _____ Student DOB: _____