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| Student Code of Conduct |

Purpose

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| The purpose of this Student Code of Conduct is to outline expectations of students during their students, their responsibilities, as well as what they can expect from ELITE, their rights. |

Student responsibilities

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| Policies and procedures | Students are expected to:* inform themselves of, and follow ELITE policies as documented in the Student Handbook
* respond to ELITE communications promptly
* advise ELITE within 7 days of any change of contact details including current residential address, mobile number, email address and who to contact in the event of an emergency.
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| Learning and assessment | Students are expected to:* attend scheduled classes
* actively participate in learning
* complete all homework given
* complete and submit all assessments on time
* refrain from plagiarism, cheating and collusion
* pay all fees due
* ask for support if needed.
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| Classroom conduct | Students are expected to:* arrive on time for their class
* be prepared for class
* dress appropriately
* only use handheld devices in class when they are relevant to the activity
* communicate in English.
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| Respect and ethics | Students are expected to:* respect others’ values and beliefs
* interact with others in a collaborative, professional manner
* use ELITE resources for the purpose for which they are intended
* refrain from harassment and discrimination of any kind
* resolve any conflicts calmly
* respect ELITE and other people’s property.
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Student rights

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| Policies and procedures | Students can expect to:* be informed of ELITE policies and associated procedures
* receive regular and relevant communications
* learn in a safe environment
* have their personal details kept confidential and secure
* access the information that ELITE holds about them
* have the opportunity to provide feedback on services received.
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| Learning and assessment | Students can expect to:* be provided with high quality training, assessment and support services
* receive the support they need
* have their assessments marked and returned within 10 working days of submission
* receive feedback on assessments where the result is not satisfactory.
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| Classroom conduct | Students can expect their trainer and assessor to:* be on time for classes
* be prepared for class
* be knowledgeable and engaging
* dress appropriately
* only use handheld devices in class when they are relevant to the activity
* communicate in English.
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| Respect and ethics | Students can expect:* to have their values and beliefs respected
* to be treated fairly and equitably by staff and students
* to interact with others in a collaborative, professional manner
* respect for themselves and their property.
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