

STUDENT CODE OF CONDUCT

Version 2.6

Student Responsibilities

All students have a responsibility to:

- Treat other students and staff at APSI with respect and fairness and not to steal from, harass, bully, threaten or otherwise behave in a manner that would cause offense, embarrassment or make the other person to feel unsafe;
- Pay all fees and charges levied by APSI within the stipulated timeframe;
- Follow any reasonable verbal and written directions given by APSI staff including normal safety practices such as wearing protective equipment and approved clothing;
- Comply with all lawful regulations, rules and procedures that apply to them throughout their studies with APSI;
- Attend all scheduled classes and APSI activities as stipulated in their personal timetable;
- Complete and submit all assessments with honesty and integrity and not collude, plagiarise or commit academic misconduct;
- Respect campus facilities by not littering, damaging property, modifying or misusing materials supplied by APSI;
- At all times not be under the influence of alcohol or prohibited drugs, as defined in Section 4 of the [Misuse of Drugs Act 1981 \(WA\)](#), whilst on campus or at any external APSI training facility or event;
- Refrain from swearing or abusive language, drinking or eating in classrooms or self-study areas;
- Refrain from using personal devices including mobile phones or tablets in a manner that is disruptive to class or other students in self-study areas;
- Attend all meetings arranged by APSI regarding academic performance or progress;
- Meet all the academic commitments agreed to with APSI to maintain satisfactory academic performance and progression.

Student Rules

All students should adhere to the following rules throughout their studies with APSI.

Punctuality

In the interests of the Trainers and fellow students APSI expects all students to be on time. Students who arrive late are asked to wait until the next break before joining the class to avoid disruption. Students who are consistently late will be counselled and may, at the Course Coordinator's discretion, have their enrolment cancelled.

Students that are concerned with their attendance, academic performance or related issues negatively impacting their ability to meet the requirements of their course, and student visa for international students, are encouraged to discuss this with their Course Coordinator who can provide academic support and guidance on any other measures that are available to assist the student.

Absence

If a student is absent from any class as outlined in their personal timetable, they are required to provide a medical certificate or other appropriate evidence, such as a police report or death certificate, which covers the period of absence as soon as possible by emailing to service@apsi.edu.au. Please note, medical certificates acquired online are not accepted.

IMPORTANT TO NOTE!

Providing a medical certificate DOES NOT count as attendance. The student will still be marked as absent for the period. A medical certificate however, is still important to provide evidence of a justifiable reason for the absence. If a student requires leave in advance due to medical reasons and provides a medical certificate in support of this, the period of absence will be marked as approved leave.

Dress Code and Grooming Requirements

All students of APSI are seen as representing APSI whilst on campus, at an external APSI training facility or event or off campus wearing the APSI uniform. Therefore, students are expected to maintain the highest standards of grooming and cleanliness at all times to reflect APSI's professional standards in line with industry standards. All students studying Business must be dressed in acceptable office attire whilst all students studying Aged Care, Culinary or Hospitality must be dressed in their specific uniforms that comply with industry standards, which will be explained by your Trainer or Course Coordinator.

Workplace Training

Please note, all students must comply with any dress or grooming requirements of the workplace whilst they are completing Workplace Training. Please note, any student not willing to comply with any dress or grooming requirements may hinder their chances at securing a position for Workplace Training.

Provided Uniforms

If appropriate for your course, APSI will provide an APSI shirt including as part of your fees. If students require a second shirt they can obtain one through Student Services for an additional fee.

All Students

All students must comply with the following dress code and grooming requirements:

- Uniforms must always be clean, well ironed and worn correctly with no stains, holes or buttons missing;
- Fingernails should be clean and trimmed;
- Sunglasses are to be removed whilst inside classrooms, external APSI training facilities and any other workplace related to the student's course;
- Any student with shoulder-length hair must have it fully tied back. Please note, pigtails do not comply. All hair accessories must match the natural tones of the hair;
- All students are encouraged to shower daily and use deodorant to be considerate of others;
- Visible body piercings, except the earlobes, are not acceptable at any time and must be removed whilst on campus, at an external APSI training facility or event or any other workplace related to the student's course;

All students must comply by not wearing the following non-acceptable attire whilst on campus, at an external APSI training facility or event or any other workplace related to the student's course:

- See-through or low cut shirts;
- Tight leggings;
- Shirts visible under an APSI shirt;
- Clothing exposing the midriff, chest, upper thigh, visible cleavage or underwear;
- Flip-Flops or thongs or slippers;
- Clothing that prevents facial identification such as veils, masks, unless required to by Government direction, or motorcycle helmets.

Female Students

All female students must comply with the following dress code and grooming requirements:

- Hairstyle should be of a conservative style and hair colour should be of a 'natural colour', that is a colour that could be grown naturally. Hair must always be clean, neat and off the face;
- Make up should be of a 'simple and natural' conservative style;
- Use of perfumes is acceptable provided it is used sparingly and not overpowering;
- Jewellery worn for cultural or religious reasons is acceptable but must be worn discreetly. Please note, any item of jewellery deemed inappropriate, unsuitable or excessive must be removed;
- Headscarves worn for cultural, religious or medical reasons must only be black;
- Shoes must be in good repair, clean, comfortable and well-polished at all times.

For Male Students

All male students must comply with the following dress code and grooming requirements:

- Hairstyle should be of a conservative style and must be trimmed above the collar. Hair colour should be of a 'natural colour', that is a colour that could be grown naturally. Hair must always be clean, neat and off the face;
- Beards or moustaches must appear to be fully grown, neat and trimmed. Please note, the grooming standards of most health care organisations require males to be clean shaven without any facial hair;
- Jewellery worn for cultural or religious reasons is acceptable but must be worn discreetly. Please note, any item of jewellery deemed inappropriate, unsuitable or excessive must be removed

Smoking

APSI strongly discourages smoking and smoking is not permitted anywhere on campus at any time. However, students who wish to smoke must only smoke in the designated smoking area at the end of Moore Street in front of the cable gate of the staff carpark.

Holiday Request

If a student wishes to request for additional holidays or a period of leave other than those outlined in their personalised timetable, they must submit their request in writing at least 2 weeks in advance.

IMPORTANT TO NOTE!

Submitting a request for leave does NOT mean it is automatically approved and students are advised to not confirm any travel arrangements or events until after they have received written notice from Student Services that their request for leave has been approved. Please note, students will be required to pay an administrative fee of \$100 per variation to their personalised timetable to cover the costs of rescheduling and reissuing a new personalised timetable.

Drinks and Food

APSI provides students with tea, coffee, milk, sugar, water and refrigerators in Unit 2 Belmont Room, Stirling Room and Claremont Room and all students are required to wash any dishes they have used.

Printing and Photocopying

All students are not permitted to print or photocopy personal materials using APSI printers or photocopiers and any student who does print personal material will have to pay a fee of 25 cents per page printed for Black and White and more for pages printed in Colour. However, students may print course-related material by discussing with your Trainer, Course Coordinator or Student Services.

Parking

APSI does not offer on campus parking, with the exception of bicycles, scooters or motorbikes, which can be parked in the central courtyard area on campus. However, there are several paid carparks in close proximity to APSI or paid street parking. Please note, students must take notice of any street signs or conditions of carpark entry before parking to avoid a fine.

Behaviour

All students must comply with the following expectations of behaviour at all times:

- Not use language which may be considered offensive to others;
- Not interrupt another when they are talking;
- Respect the point of view of others even if they disagree;
- Contribute to class through active listening, speaking and encouraging others to do the same;
- Strictly no foul, offensive language or swearing in class and;
- No racist or sexist comments, jokes or behavior.

IMPORTANT TO NOTE! Any breach of these expectations of behaviour may lead to immediate cancellation of the student's enrolment at APSI.

Mobile Phone Use

All students are expected to turn their mobile phone to silent whilst in class. Should a student need to make or receive phone call, they must ask the permission of their Trainer and, if granted permission, leave the class to take the phone call.

Internet Usage

Free Wi-Fi internet access is available to all students throughout the APSI campus using their own laptop or other portable devices. Wi-Fi internet access is provided to students to assist them in conducting research as part of their homework and assessments and for some reasonable personal use. However, the use of Wi-Fi provided by APSI for excessive personal use or, that breaches the any of the conditions outlined in [APSI's Student Social Media and Internet Usage Policy](#), by any student will result in disciplinary action.

Breach of Conduct

If a student fails to fulfil their responsibilities listed above, comply with any rules stipulated in this Code of Conduct or commits any of the acts described below they will be deemed to have breached the Student Code of Conduct:

- Acts discriminatory manner towards another student or APSI staff as outlined in [APSI's Anti-Discrimination and Anti-Bullying Policy](#);
- Assaults, attempts to assault or threatens another student, APSI staff or other person on campus or

by Social Media as defined by [APSI's Student Social Media and Internet Usage Policy](#);

- Disobeys or disregards any lawful, reasonable verbal and written directions given by APSI staff;
- Fails to comply with Occupational Health and Safety Regulations or willfully or negligently places another student, APSI staff or person at risk or in danger;
- Deliberately obstructs or attempts to deter any meeting arranged by APSI, teaching activity, examination, or act by APSI staff in the performance of their duties;
- Engages in any conduct or activity that is or is perceived to be prejudicial to the management and good governance of APSI;
- Deliberately acts dishonestly when submitting any assessment and in doing so commits collusion, plagiarism or academic misconduct;
- Fails to consistently attend scheduled classes and APSI activities as stipulated in their personal timetable resulting in an overall attendance of less than 80% for the term;
- Willfully damages or wrongfully deals with any property or facilities provided by APSI;
- Possesses, uses or traffics a prohibited drug, as defined in Section 4 of the [Misuse of Drugs Act 1981 \(WA\)](#), committing an alleged offence under Sections 14, 15, 17 and 32A(1) of the [Misuse of Drugs Act 1981 \(WA\)](#), without the exception of being authorised to possess or use as per Section 5B of the [Misuse of Drugs Act 1981 \(WA\)](#) or;
- Carries, threatens to use or uses any object deemed or perceived to be a weapon including but not limited to firearms, knives or syringes and commits an alleged offence under Sections 68 or 68B of the [Criminal Code Compilation Act 1913 \(WA\)](#).

Procedures for a Breach of Conduct

Guiding Principles

The following Natural Justice principles apply to all procedures dealing with a student's breach of conduct:

- All parties of a breach will have the opportunity to put forward their circumstances to be considered;
- Any allegation made against an APSI will be made aware of the allegation at the earliest convenience, with respect to confidentiality of the other party or parties;
- All investigations into breaches of conduct and resulting decisions and penalties will be made impartially;
- Strict confidentiality of all parties of a breach will be maintained unless the breach falls under APSI's mandatory reporting obligations to the relevant Government Department and;
- As a first instance, APSI shall seek to attempt mediation with all involved parties in the presence of appropriate APSI staff before attempting other procedures.

Criminal Matters

If the breach is deemed to:

- Be of a criminal nature or;
- Put other students, APSI staff or persons on campus at risk or in danger or;
- Raises real concern of willful damage or wrongful dealings with facilities or property provided by APSI,

APSI is within their rights to notify the police and any other appropriate Government Department immediately.

All Other Matters

APSI staff may at their discretion:

- Provide the student with another copy of this Code of Conduct and highlight their incongruent behaviour to the student;
- Direct the student to leave any classroom, self-study area, external APSI training facility or event;

First Instance of Breach (Unless Considered a Serious Breach)

If a student commits a breach for the first time the following procedure will apply:

- The student will be required to speak to the Student Services Manager or Course Coordinator who will discuss this Code of Conduct and the student's responsibilities and rights.
- This discussion will be confirmed by email and also sent to their Agent if applicable.
- Subsequent to meeting with APSI staff, a formal letter of warning will be issued to the student in which APSI may inform the student of their intent to suspend their enrolment and notify any appropriate authorities accordingly. If the student is unsatisfied with this decision they can appeal as per APSI's Complaints, Grievances and Appeals Policy within 20 working days as per [Standard 9 Part D of the National Code 2018](#).
- Subsequent to meeting with APSI staff, conditions may be imposed on the student's enrolment, which will be confirmed by written agreement signed by both the student and APSI. If the breach resulted in any damage to facilities or property provided by APSI then the student may be liable to pay for repair or replacement of the property.

Multiple Instances of Breach or Serious Breach

If a student commits a subsequent or serious breach the above procedure will apply with the addition of the following:

- The student will be immediately suspended from their enrolment.

Incident Report

All breaches of conduct must be recorded in the APSI Incident Report, which is to be logged on the student's file and forwarded to the Managing Director.

For All Enquiries

For any student enquiries, students are asked to email service@apsi.wa.edu.au.