



## Policy

ICV is an educational community built on respect for oneself and others. The purpose of this code is to outline the manner in which students enrolled with ICV are expected to conduct themselves during their studies. At ICV, students are provided with a professional learning environment and it is expected that all students will behave in a mature and responsible manner.

### Informing students of the code of conduct

Information about the student code of conduct is provided to students in the student handbook, prospectus and on the website.

Students who breach the code of conduct as outlined below will be required to rectify and/or manage their behaviour through ICV's disciplinary procedures.

In situations and circumstances, where a student has been identified as breaching the code of conduct, they will be given an opportunity to respond to any concerns.

### General Guidelines

It is expected that all students will:

- be respectful and courteous to ICV staff, trainer/assessors and other students
- respect the property of the college and other students
- comply with all visa regulations for Overseas Students
- follow all safety policies and procedures as directed by staff
- notify ICV of change to contact details, including emergency contact
- provide relevant and accurate information in a timely manner.
- make payments for their training within agreed time frames.
- not falsify or attempt to falsify records or official files/documents.

### Classroom behaviour

The classroom is a place of learning. It is expected that all students will:

- attend classes on each day they are scheduled
- notify the College of late arrival/non attendance
- bring the required learning resources, stationery and materials to each class
- contribute to their learning in a constructive manner
- show appropriate respect toward the trainer/assessor and fellow students
- not disrupt the class or other students
- only use English as a form of communication
- refrain from eating or drinking in the class
- turn mobile phones on silent mode during class time
- submit all activities/tasks and assessments by the due date
- leave the class room tidy after each lesson



### Food and Drink

To ensure a tidy and comfortable learning environment:

- Food and drinks are to be consumed in the common areas only.
- No food may be consumed in the classrooms and computer lab.
- All rubbish is to be placed in bins provided
- Kitchen areas are to be kept clean and tidy.

### Course Progress

It is the students' responsibility to be familiar with their course requirements and prepare a study plan that will assist them (their needs). Students are required to maintain satisfactory course progress and attend at least 80% of classes each term. Students identified as not meeting satisfactory course progress will be required to participate in intervention strategies.

Students are also required to;

- Approach their course with due personal commitment and integrity.
- Actively participate in class tuition activities.
- Make regular contact with their Trainer/Assessor.
- Notify Trainers or support staff if any difficulties arise during their involvement in the course.
- Undertake and submit assessments without plagiarism, collusion or cheating.
- Not participate or act in any other dishonest conduct to gain academic or general advantage.
- Not encourage, persuade or incite any other person to engage in conduct or behaviour constituting non-academic misconduct.
- Respond to and participate in intervention strategies to maintain satisfactory attendance and course progress

### Assault

Any form of assault in class or outside class is strictly forbidden. This includes assaults of a physical, oral, written, electronic, sexual or racial nature. Assault between students or between student and trainer/assessor will not be tolerated.

### Bullying

Bullying is unreasonable behaviour that is intimidating, threatening or humiliating and repeated over time or occurring as part of a pattern of behaviour. Bullying can be physical, verbal or indirect, and creates an unfriendly, threatening or offensive environment.

Examples of behaviour may include, but are not limited to:

- excluding someone from learning activities
- giving someone the majority of unpleasant tasks
- verbal abuse
- abuse using electronic formats such as text messages, phone calls or posting messages or video recordings on websites
- humiliating someone through sarcasm or insults
- intimidation
- initiation practices
- sabotaging someone's work
- 'practical jokes'.

Any form of bullying in class or outside class is strictly forbidden. Bullying amongst students or between student and trainer/assessor or between staff will not be tolerated.

### Cyber-bullying

Address: Suite 2, Level 12, 190 Queen Street, Melbourne, VIC 3000 Phone: +61 3 9942 1836

Website: <http://www.icv.edu.au> Email: [info@icv.edu.au](mailto:info@icv.edu.au)



Cyberbullying is the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group, that is intended to harm others.

Students at ICV have a responsibility to ensure that they:

- do not participate in cyber bullying
- do not use mobile phones, cameras or other digital devices to record audio and visual material unless they seek and receive authorisation to do so
- do not breach the privacy of students, staff and members of the ICV community through any unauthorised recording or filming
- do not disseminate inappropriate information through digital media or other means
- report incidents of cyber bullying to a member of staff
- advise students being victimised by cyber bullying to talk to an adult

### Harassment

Harassment is behaviour (through words or actions) based on the personal characteristics listed above that is unwanted, unasked for, unreturned and likely to make ICV an unfriendly or uncomfortable place by:

- humiliating (putting someone down)
- seriously embarrassing
- offending (hurting someone's feelings) or
- intimidating (threatening someone so they behave in a certain way).

Some examples of harassment are:

- name calling
- stereotyping jokes
- offensive comments.

Sexual harassment is an unwelcome sexual advance, request for sex or any other sexual behaviour that a reasonable person would know or expect would offend, humiliate, seriously embarrass or humiliate another.

Some examples of sexual harassment are:

- unwanted touching
- unwelcome sexual innuendo or jokes
- displaying sexually explicit material (posters, emails, internet sites).

### Racial and religious vilification

Vilification is behaviour (through words or actions) that incites hatred, serious contempt or ridicule of another person or group of people because of their race or religious belief. Some examples of vilification are:

- public threats of harm
- encouraging others to hate someone because of their religion
- racist statements made in a public meeting
- racist graffiti

### Discrimination

ICV will act quickly to ensure that unlawful discrimination does not occur, or continue to occur in the workplace for trainer/assessors, or in the provision of training and assessment to students. Discrimination in employment and in the supply of goods and services is unlawful under various Victorian and Commonwealth laws.

Discrimination is unlawful, and will not be tolerated, on the grounds of:

- age



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- breastfeeding
- carer status
- disability/impairment
- gender identity
- industrial activity
- lawful sexual activity
- marital status
- parental status
- physical features
- political belief or activity
- pregnancy
- race
- religious belief or activity
- sex
- sexual orientation
- personal association with someone who has, or is assumed to have, one of these personal characteristics.

### Carrying Weapons

Carrying knives and other weapons or objects that may be used as weapons on ICV premises and training locations is prohibited and may constitute criminal activity.

### Alcohol and Drugs

The consumption of or being under the influence of alcohol or illegal drugs is prohibited at ICV.