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Student Code of Conduct Policy

PURPOSE

The purpose of this document is to clearly identify the behavioral expectations of Hartwig Air students in the course of their enrolment with this organisation and confirm that the breach of any part of the Code of Conduct may result in disciplinary action to the degree of summary expulsion. Please refer Disciplinary Process Students.

POLICY

It is the policy of Hartwig Air to ensure a learning environment that is:

- safe and free from abusive, violent and discriminatory behaviour;
- fair and equitable;
- professional and aligns with the requirement of the aviation industry;
- engenders the desire for ongoing learning and development.

SCOPE

This policy and the Student Code of Conduct encompasses all Hartwig students and Student Groups, including:

- Hartwig / RMIT Students
- Integrated and Non-Integrated CASA Course Students
- International Students
- Diploma Students
- PAYG / Short Course / Casual Flying Students
- Students on leave of absence



Hartwig Air Policy

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Hartwig Air will not exempt any student, for any reason from complying with any individual condition or the Code of Conduct in its entirety. Hartwig Air will apply Student Disciplinary actions as appropriate.

OVERVIEW

Hartwig Air prepares students to work in their chosen profession and students are expected to demonstrate behaviour and attitudes appropriate for work in this sector. Trainer/Assessors must ensure that Students understand the meaning of conditions at Induction. All students are to read and sign the Code of Conduct to confirm their understanding and of agreement to these conditions.

STUDENT CODE OF CONDUCT

1. Interactions and communication with all persons regardless of their status or position must be respectful and courteous.
2. To maintain confidentiality in regard to all information they may access from time to time in regard to Hartwig Air, its operations, employees and other students.
3. Respect the privacy of others.
4. Accept responsibility and accountability for learning and actions and adhere to Hartwig Air and CASA policies, procedures and guidelines at all time.
5. Full attendance and participation in all training activities and carry out any tasks that may be asked by the Trainer/Assessor to the best of their ability.
6. Complete Self-Paced Learning Workbooks and/or assessments on time and as required.
7. Ensure all documentation received from and provided by Hartwig Air is maintained in safe and good condition at all times.
8. Not engage in cheating or plagiarism. Confirmed cheating or plagiarism will result in expulsion from the program without status for any completed units.
9. Hartwig Air Uniform is to be worn at flight training sessions and Ground School conducted on and off-site.
10. For self-respect and as a representative of Hartwig Air students must maintain a high standard of presentation, personal hygiene and behaviour at all times.

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11. Produce a Doctor's Certificate for all sick days upon returning to class. Students must advise Hartwig Air, before course commencement, if they are unable to attend class for a day. Absenteeism may result in:
- Units not being completed,
 - Competencies not being achieved. Excessive absenteeism may result in removal from the program and/or breach of Visa Conditions. Excessive tardiness may result in being marked absent for that training session/shift.

Both above outcomes will result in an incomplete qualification.

Please refer to Hartwig Air Attendance Monitoring Policy.

12. Advise the Trainer/Assessor of any concern or issues that negatively impact the successful completion of the qualification.

Please refer to Hartwig Air Academic Progress Policy.

13. Advise Hartwig Air of any changes in personal details on a Change of Student Details Form as soon as practicable.
14. Keep training areas and facilities tidy at all times.
15. Not engage in theft or larceny. Proven theft or larceny will be cause for immediate expulsion and report to SA Police.
16. Hartwig Air maintains zero tolerance in relation to the consumption of illicit drugs and alcohol.

I..... agree and accept to abide by the Student Code of Conduct and understand the consequences of not doing so.

.....
Student Signature

.....
Date

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