

Purpose

Skillinvest aims to provide a safe, supportive and positive learning environment for all Students undertaking a Training Program on our scope of registration. This policy is designed to set out the expectations of Students and comply with the Standards for NVR RTOs 2025. This policy applies to all Skillinvest and Longerenong College students, except those enrolled in the VDSS program, who are subject to the VDSS Student Code of Conduct.

Policy

Skillinvest ensure all students are informed of their rights and responsibilities as part of undertaking a Training Program through our organisation. During the enrolment process and prior to commencement of the Training Program, students must read, understand and agree to the Student Handbook published on our website which includes all of the policies and procedures that relate to their Training Program.

Student Rights

Students undertaking a Training Program through Skillinvest are entitled to:

- Expect the best quality training and education provided by Skillinvest
- Be provided with an innovative, equitable and supportive environment that challenges them to achieve their full potential
- Be provided with current and clear guidelines regarding training program content, time demands and assessment details, including assessment criteria and expected standards
- Expect impartial, constructive and prompt assessment of work and have access to Staff to whom questions and difficulties can be referred
- Have access to the facilities and resources needed for their academic goals to be achieved
- Be treated with respect by both Staff and fellow Students
- Expect that scheduled classes will take place, or to be informed of alternative arrangements
- Have the right to a safe and inclusive learning environment
- All students have the right to a culturally safe and inclusive learning environment

Student Responsibilities

Students undertaking a Training Program through Skillinvest are expected to:

- Meet the terms of enrolment – including paying all tuition and other fees when required
- Participate and follow all instructions during learning and assessment activities
- Approach learning and assessment activities in an ethical manner
- Be well informed about the requirements of the training program that is being undertaken
- Attend, contribute to, and participate in, all specified training and be punctual
- Notify your Trainer and Assessor if you are going to be absent from training
- Notify Skillinvest if any of your personal details (including address) change
- Discuss with staff any problems that may be encountered
- Make the best possible use of the opportunities and facilities that Skillinvest provides, respect all Skillinvest property, and leave training venues clean and tidy
- Submit work, which is wholly your own, within the time frames negotiated

- Respect the rights and welfare of all others including Skillinvest Staff and Students
- NOT attend training when under the influence of prohibited drugs or alcohol
- Comply with all Work Health & Safety requirements
- Arrive at training with all prescribed materials and equipment
- Comply with Skillinvest Policies and Procedures

General Misconduct

All Students enrolled into a Skillinvest Training Program are required to maintain appropriate standards of conduct at all times. This applies whether attending a Skillinvest training venue, accessing Skillinvest training in the workplace or representing Skillinvest in any other capacity, such as a work placement. General misconduct includes, but is not limited to:

- Persistent disruptive behaviour
- Behaviour which is lewd or obscene
- Taking photographs or filming other students or staff without their permission (including posting on Facebook and other social media without permission)
- Use of mobile telephones and other electronic devices during classroom or workshop activities unless otherwise permitted
- Behaviour that constitutes discrimination, victimisation or harassment
- Attending Skillinvest's premises under the influence of prohibited drugs or alcohol or consuming prohibited drugs or alcohol on Skillinvest's premises
- Smoking/Vaping on Skillinvest's premises outside of designated smoking areas
- For students residing at Longerenong College, consuming alcohol outside of designated 'wet areas'
- Verbal abuse directed at a member of Skillinvest, fellow students or members of the public
- Physical assault on a member of Skillinvest, fellow students or members of the public
- Any behaviour that causes a person on or in the immediate vicinity of Skillinvest's premises to hold reasonable fears for their safety or physical or psychological wellbeing
- Any behaviour that causes a person on or in the immediate vicinity of Skillinvest premises to feel intimidated, threatened or in fear of being attacked
- Abuse and misuse of tools and equipment
- Wilful or malicious damage or destruction of facilities, equipment, materials or property on Skillinvest premises, regardless of whether it is Skillinvest property or private property
- Theft of property on Skillinvest premises, regardless of whether it is Skillinvest property or private property
- Carrying, using or being in possession of a prescribed or regulated weapon or dangerous article
- Wilfully activating fire or security alarms
- Engaging in behaviour, or failing to follow instructions, which results in themselves, or other persons being put at risk of harm
- Failing to follow the reasonable direction or instruction of Skillinvest staff or another person in supervision.
- Failing to follow road traffic laws when on or leaving Skillinvest premises
- Encouraging, persuading or inciting another person to engage in improper or inappropriate

conduct

- Failing to comply with Skillinvest's Policies and Procedures.

Student Discipline

Skillinvest will treat all breaches of conduct seriously. Skillinvest will conduct a fair and equitable investigation as necessary, which will give the student the right to be heard. The relevant Manager or Coordinator will determine whether the allegation has been substantiated and apply an appropriate level of action.

Immediate removal from training

In the event that a student is disrupting a class or is behaving in such a way as to pose a risk of injury to themselves or any other person, or a risk of damage to property, the Trainer and Assessor may immediately remove them from class for that day and must inform the relevant Training Coordinator or Training Manager as soon as possible.

Appeals

The Student has the right to appeal the outcome of a Student discipline decision in line with the Complaints and Appeals Policy & Procedure.

References

Standards for NVR RTOs 2025
Student Handbook
Plagiarism and Cheating Policy
Academic Mis-Conduct Policy
Complaints and Appeals Policy & Procedure
Student Engagement Policy
Student Withdrawal Policy
Student Management System (SMS)