



STELLA COLLEGE

Student Code of Conduct

RTO Code 41290

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Purpose

This Student Code of Conduct establishes the behavioural expectations for all students at Stella College. It promotes a respectful, professional, and safe learning environment while ensuring compliance with academic and industry standards.

Stella College is committed to providing a safe, inclusive and respectful learning environment that values diversity and promotes equal opportunity for all students, regardless of age, gender, cultural background, disability, religion, sexuality or personal circumstances.

Scope

This Code of Conduct applies to all Stella College students enrolled in any training product or participating in any training, assessment, support service, work placement, online learning activity, campus activity or engagement conducted by or on behalf of Stella College.

The Code applies across all delivery modes, including face-to-face, online, blended, workplace-based and third-party delivery arrangements, and covers student interactions with staff, trainers, assessors, contractors, other students, employers and visitors.

Roles and Responsibilities

Chief Executive Officer / Authorised Delegate

- a. Ensure implementation and enforcement of the Student Code of Conduct.
- b. Ensure disciplinary matters are managed fairly, consistently and confidentially.
- c. Approve disciplinary outcomes where required.

Trainers, Assessors and Staff

- a. Model professional and respectful behaviour.
- b. Inform students of behavioural expectations and report breaches where required.
- c. Provide appropriate support and early intervention where concerns arise.

Student Responsibilities

General Behaviour & Respect

Students are expected to:

- a. Treat fellow students and Stella College personnel with respect, fairness, and courtesy.
- b. Follow any reasonable direction given by Stella College personnel, including trainers and assessors.
- c. Engage in training sessions professionally, avoiding disruptive behaviour.
- d. Use appropriate language and refrain from excessive or offensive swearing.
- e. Respect the rights, opinions, and beliefs of others.
- f. Respect the confidentiality and privacy of student, staff and organisational information.
- g. Maintain a cooperative and inclusive learning environment.
- h. Students must use Stella College digital systems, online learning platforms, email, internet and social media responsibly and must not engage in cyberbullying, unauthorised access, inappropriate online conduct or misuse of digital resources

Online and Social Media Conduct

Students are expected to communicate respectfully and professionally when using Stella College online learning platforms, email systems, discussion forums and social media. Cyberbullying, harassment, inappropriate online behaviour, unauthorised recordings or misuse of digital systems will not be tolerated.

Academic Integrity

Students must:

- a. Complete assessments honestly, demonstrating their own knowledge and skills.

- b. Refrain from plagiarism, collusion, or cheating in any assessment activity.
- c. Follow all academic integrity guidelines, including referencing sources appropriately.
- d. Submit assessments by the due date or seek approval for an extension.
- e. Use Generative AI and digital tools ethically and only in accordance with Stella College assessment conditions, academic integrity requirements and trainer instructions.

Attendance & Participation

Students are required to:

- a. Be punctual and attend all scheduled training sessions and assessments.
- b. Participate actively in all learning activities.
- c. Use mobile phones and digital devices responsibly and only for learning or approved purposes during training and assessment activities. Notify Stella College if unable to attend due to illness or other valid reasons.

Work Health & Safety (WHS) Responsibilities

Students must:

- a. Observe all normal safety practices, including wearing approved clothing and protective equipment where required.
- b. Follow all WHS policies and procedures.
- c. Avoid behaviours that may endanger themselves or others.
- d. Report any hazards, injuries, or unsafe practices to Stella College personnel immediately.
- e. Refrain from smoking in Stella College buildings and designated non-smoking areas.
- f. Students must comply with emergency procedures, evacuation instructions and incident reporting requirements.

Use of Stella College Property & Resources

Students are expected to:

- a. Treat all Stella College facilities, materials, and equipment with care.
- b. Return Stella College equipment and materials on time.
- c. Avoid damaging, stealing, modifying, or misusing any property, including electronic records.

Work Placement & Industry Engagement

For students undertaking work placements, they must:

- a. Adhere to the workplace policies and procedures of the host organisation.
- b. Represent Stella College professionally in all work placement activities.
- c. Follow all industry-specific WHS requirements and wear appropriate safety attire.
- d. Respect workplace confidentiality and employer expectations.
- e. Students must comply with any workplace screening, licensing, confidentiality or mandatory compliance requirements applicable to the industry placement.

Behavioural Misconduct

Stella College students must not:

- a. Harass, bully, victimise, sexually harass, intimidate, discriminate against or threaten fellow students, staff, contractors or visitors.
- b. Engage in any behaviour that offends, embarrasses, or threatens others.
- c. Be under the influence of alcohol or drugs while engaged in learning activities.

- d. Engage in unlawful or unethical behaviour that could damage the reputation of Stella College.

Student Support & Complaints Process

Stella College encourages students to seek assistance where personal, academic or wellbeing issues may affect their participation or progress. Appropriate support services and referral options will be provided where reasonably practicable.

Stella College is committed to supporting students through:

- a. Learning support and academic guidance.
- b. WHS and student wellbeing resources.
- c. Clear procedures for raising complaints and appeals, outlined in the Stella College Complaints Policy and Appeals Policy.

Stella College promotes a safe, inclusive and culturally respectful learning environment that supports student wellbeing, diversity and equal opportunity.

Discipline

Stella College is committed to the principle of ensuring that every student has the right to participate in training programs, free of inappropriate behaviour that may impair the learning processes, or the wellbeing of individuals.

Breaches & Misconduct

Breach of discipline means any conduct that impairs the reasonable freedom of other persons to pursue their learning or work or is in breach of the Stella College's expectations.

A student commits a breach of discipline if she/he:

- a) Assaults a person on the premises of the Stella College training site or nominated facility,
- b) Unlawfully removes, damages or uses any property of another person or the Stella College,
- c) Obstructs personnel of Stella College in the performance of their duties,
- d) Obstructs the teaching training of a group or an assessment activity,
- e) Commits or engages in any dishonest or unfair act in relation to an assessment activity, such as plagiarism or cheating,
- f) Wilfully disobeys or disregards any lawful order or direction given by a member of personnel,
- g) Enters part of the Stella College 's premises when directed not to do so by a member of personnel,
- h) Fails to leave part of the Stella College's premises when directed to do so by a member of personnel,
- i) Fails to return Stella College property or pay replacement costs when instructed to do so,
- j) Fails to meet agreed financial obligations without reasonable explanation or approved payment arrangements.,
- k) Enters part of the Stella College's premises whilst under the influence of alcohol or a drug,
- l) Engages in any unlawful activity on the Stella College's premises such as using, possessing or supplying any prohibited drug, substance or weapon,
- m) Discriminates against a person on the grounds of the person's age, race, sex, sexuality, gender, marital status, physical or intellectual disability, background or religion,
- n) Incites hatred towards, serious contempt for, or severe ridicule of, a person or group of persons on the grounds of the person's age, race, sex, sexual orientation, gender identity, marital or relationship status, physical or intellectual disability or religion of the person or members of the group, or
- o) Commits any other act which could reasonably be considered to be in breach of Stella College expectations.

Addressing Breaches

Stella College personnel and students have an interest and a responsibility to prevent minor behavioural problems from becoming larger ones. Where appropriate, Stella College will provide students with reasonable support, guidance, counselling or behavioural intervention opportunities prior to formal disciplinary action. Any individual who believes that a breach of discipline has occurred should report the breach of discipline to Stella College without delay. All disciplinary matters will be managed in accordance with the principles of procedural fairness, natural justice, confidentiality and unbiased decision-making.

1. All cases of breach of discipline committed by a Stella College representative must be reported to the Chief Executive Officer or delegated authorised representative.
2. In the case of a student breach, the breach must be reported to Stella College's Chief Executive Officer or delegated authorised representative in writing with the following information:
 - Student name and program,
 - Description of the breach of discipline,
 - Damage or inconvenience caused by the breach,
 - Level of cooperation given by the student,
 - Witnesses to the breach, and
 - Evidence available to support the claim of a breach.

3. If appropriate, the student can be directed to leave the premises where necessary to maintain safety, wellbeing or orderly operations. for the remainder of the day on which the breach takes place. Circumstances where it may be appropriate to exclude the student from the Stella College's premises include serious cases of breach of discipline such as violence, abusive behaviour, discrimination, vandalism or wilful disobedience of a personnel direction.

In situations of greater urgency, such as cheating or violence, an oral report may be made to Stella College's Chief Executive Officer or delegated authorised representative in the first instance, followed by the written report as soon as practicable thereafter.

4. Within two working days of the report, the Chief Executive Officer or delegated authorised representative will speak to the student concerned, in the presence of the relevant member of personnel if possible and if not then in the presence of a Third-party chosen by the *Chief Executive Officer*.

The student may also have a representative present to act as a witness to the discussion. Where appropriate, the students are cautioned and advised of the possible consequences and the grounds for such a report. Confidentiality of all meetings is maintained.

5. Stella College's Chief Executive Officer or delegated authorised representative may apply any of the following penalties where satisfied a breach of discipline has been committed and the penalty matches the seriousness of the breach:
 - A verbal or written reprimand,
 - A requirement to attend counselling at a specified time and place,
 - Payment of compensation by student for damages or loss of resources,
 - Restitution of property removed or damaged,
 - Use of specified equipment only in accordance with certain conditions (for a set period),
 - Termination of enrolment, or
 - Exclusion from Stella College.

Attempts are to be made to solve behavioural problems of students through discussion and mediation before the provision of more formal procedures is invoked.

At all stages students are provided the opportunity to express their concerns before any decisions are made. All decisions are reviewable using Stella College's *Appeals* arrangements.

6. Any penalty imposed is communicated to the student in writing within five days of the meeting. The student is also advised of the right to appeal the penalty under Stella College *Appeals* arrangements.

Monitoring and Continuous Improvement

This Code of Conduct is reviewed regularly through feedback, complaints, incident reports, disciplinary outcomes and continuous improvement processes to ensure it remains current, effective and aligned with regulatory and industry expectations.

Document Control

Document Name		Code of Conduct
Approved By	CEO	
Version No.	Reviewed Date	Changes/ Revisions
Version 1.0	July 2025	Revised after the revision of 2025 RTO Standards came in force
Version 1.5	September 2025	Revised to incorporate rebranding from TPSC to Stella College.
Version 2.0	April 2026	Revised to incorporate more information as part of continuous improvement.