

Policy: CODE OF PRACTICE FOR STUDENTS

1.0 Application and purpose: the adult learning environment enables students to maximise their participation and learning outcomes. A code of practice is in place for teachers, adult educators and facilitators to ensure the use of appropriate methodologies for teaching and assessment. This code is to ensure students are aware of their responsibilities.

2.0 Responsibilities of students

2.1 Treat all MDS Training staff and contracted staff with respect and courtesy at all times

2.2 Follow all policies and procedures

2.3 Ensure they are aware of course requirements

2.4 Ensure they receive a timetable or other plan indicating session times and assessment due dates

2.4.1 Attend 80% of the scheduled sessions

2.5 Receive a copy of the student handbook, and if required, hard copies of the training policy, course progress policy, request for extension form, grievance form and procedure

2.6 Advise MDS Training Coordinator of changes in address or other contact information as soon as practical

2.7 Arrive on time and attend all relevant sessions

2.8 Turn mobile phones off

2.9 Remain for duration of course

2.10 Hand in your assessments on the due date

2.11 Participate in discussions and activities throughout session

2.12 Behave appropriately in the learning environment. This includes, but is not limited to:

2.12.1 Respecting other learners

2.12.2 Harassment, discrimination or bullying of other learners

2.12.3 Talking over others

2.13 Follow adult learning principles, which are

2.13.1 Participating

2.13.2 Taking notes

2.13.3 Asking questions

2.13.4 Engage with facilitator and group

2.13.5 Encourage others

2.13.6 Give people time to answer and provide their point of view

2.14 Take responsibility for issues regarding difficulties and problems and make contact with a relevant person who can assist them

2.15 Ensure work submitted is their own and they have not plagiarised or copied any other person's work

2.16 It is essential you keep a copy of your work and follow up with the assessor and check they have received your task.

2.16.1 If you post items in for marking we suggest using registered post so items can be tracked.

2.16.2 If you email, attach a read receipt or send an email requesting confirmation the assessor has received the work.

2.16.3 If you hand it in to the assessor, you can sign off against the attendance sheet as having handed in an assessment task.

3.0 Breaches of responsibilities

- 3.1 Students who breach any of these responsibilities will be advised in writing of their breach and invited to discuss support strategies with the Training Coordinator
- 3.2 Support strategies are outlined in the course progress policy
- 3.3 Removal from a course may be an outcome

4.0 Plagiarism

- 4.1 This is the use of another's persons work or ideas and claiming it to be your own
- 4.2 This person can be one who has had work published or it could be another student
- 4.3 When using someone else's work care must be taken to reference appropriately
- 4.4 Plagiarism can result in exclusion from a course and forfeiting of all enrolment fees