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Student Code of Conduct

Overview

Builders Academy Australia (BAA) is committed to providing a safe, respectful and productive learning environment for all students, staff, employers and stakeholders.

The Student Code of Conduct sets out the standards of behaviour expected of all students participating in training and assessment with BAA. These expectations apply to all learning environments including classrooms, workplaces, online training environments and any BAA-related activities.

All students are required to conduct themselves in a professional and responsible manner and comply with BAA policies and procedures.

Students must comply with this Code of Conduct and all other BAA policies and procedures that apply to their training and assessment.

Scope

This policy applies to all individuals participating in training and assessment with BAA, including prospective students, enrolled students, apprentices and trainees.

This policy applies to behaviour occurring in any BAA training environment, including:

- BAA training facilities
- Workplaces where training or assessment occurs
- Online learning platforms and virtual classrooms
- Any activity organised by BAA

Student Responsibilities

Students must:

- Behave honestly and respectfully towards BAA staff, trainers, assessors and other students.
- Follow any lawful and reasonable directions given by BAA personnel.
- Participate actively in training and assessment activities.
- Attend scheduled training and assessment activities and engage in learning requirements
- Maintain academic integrity and ensure all submitted work is their own.
- Follow workplace health and safety requirements when attending training sessions or workplaces.

- Respect BAA facilities, equipment and learning resources.
- Use BAA systems, learning platforms and communication tools appropriately.
- Maintain appropriate behaviour in classroom, online and workplace environments.
- Attend scheduled classes or training activities and notify BAA if they are unable to attend.
- Comply with all BAA policies, procedures and course requirements.

Prohibited Conduct

Students must not engage in behaviour that disrupts training, threatens safety or undermines the integrity of training and assessment.

The behaviors listed below and in the following sections of this policy are considered breaches of this Code of Conduct.

Examples of prohibited behaviour include but are not limited to:

- Harassment, bullying, discrimination or threatening behaviour towards staff or other students.
- Racist, discriminatory or offensive language, comments or behaviour.
- Vilification of individuals or groups based on race, religion, ethnicity or cultural background, including antisemitism and other forms of religious hatred
- Offensive conduct that may embarrass, intimidate or threaten others.
- Damage, theft or misuse of BAA property, facilities or equipment.
- Misuse of BAA computer systems, learning platforms or electronic records.
- Disrupting training sessions or preventing others from learning.
- Refusing to follow lawful and reasonable instructions from BAA staff.

Vilification, discrimination and harassment are defined in the **Fair Treatment and Equal Opportunity Policy**.

Students must also comply with the principles outlined in the BAA Fair Treatment and Equal Opportunity Policy and the Cultural Safety, Diversity and Inclusion Policy, which promote a learning environment that is respectful, inclusive and free from discrimination.

Inappropriate or Offensive Content

Students must not distribute or share content through BAA systems that is:

- Abusive, threatening or offensive
- Racist or discriminatory
- Illegal or otherwise inappropriate
- Pornographic or sexually explicit

This includes the use of BAA systems such as the Learning Management System (Canvas), email, communication platforms or any digital platform used in connection with BAA training.

Submitting inappropriate material through BAA systems, including assessment submissions, may result in immediate disciplinary action.

Academic Misconduct

Students must complete all assessment tasks honestly and in accordance with BAA assessment requirements.

Academic misconduct includes:

- Plagiarism, which occurs when a student presents another person's work as their own.
- Collusion, where a student works with another person to gain an unfair advantage in an assessment task.
- Cheating, falsifying assessment evidence or submitting work that is not their own.

Where academic misconduct is identified, BAA may take disciplinary action.

Full definitions and procedures relating to plagiarism, cheating, collusion and the use of Artificial Intelligence (AI) are outlined in the Student Plagiarism, Cheating and Collusion Policy with AI Transparency Statement.

Workplace Health and Safety

Students must comply with all health and safety requirements while attending training sessions or workplaces.

Students must:

- Follow all safety instructions provided by trainers, assessors or workplace supervisors.
- Wear required personal protective equipment where instructed.
- Use tools, equipment and materials safely.
- Report hazards, incidents or unsafe behaviour.
- Behaviour that places the health or safety of others at risk may result in disciplinary action.

Alcohol and Drugs

Students must not attend training sessions or workplace training while under the influence of alcohol or drugs.

The possession, use or distribution of illegal drugs at BAA facilities or training locations is strictly prohibited and may result in disciplinary action or referral to authorities.

Use of BAA Resources

Students must use BAA equipment, facilities, materials and learning systems responsibly.

Students must not:

- Damage or misuse equipment or facilities.
- Access or modify records without authorisation.
- Use BAA systems to upload or distribute inappropriate, offensive or illegal material.

Students must also comply with the requirements of the Enhanced Access – Empowering Builders Academy Students for Success Policy, which outlines the appropriate use of learning materials and BAA resources.

Consequences of Breaching this Policy – Disciplinary Action

Students who breach this Code of Conduct may be subject to disciplinary action.

BAA will consider the nature, severity and circumstances of the behaviour when determining an appropriate outcome.

Depending on the seriousness of the behaviour, disciplinary action may include:

- Verbal warning
- Written warning
- Removal from a training session
- Suspension from training
- Withdrawal from the course
- Referral to external authorities where required

Where a serious breach occurs, BAA may withdraw a student from their course in accordance with the Cancellation, Withdrawal and Deferral Policy.

Serious Misconduct

Where serious misconduct is alleged, BAA may take immediate action to protect the safety of students, staff and others involved in the training environment.

Serious misconduct is behaviour that represents a significant breach of this Code of Conduct and may place the safety, wellbeing or rights of others at risk, or undermine the integrity of BAA training and assessment.

Examples of serious misconduct may include, but are not limited to:

- behaviour that places the safety or wellbeing of students, staff or others at risk
- harassment, bullying, discrimination or threatening behaviour
- racist, discriminatory or offensive conduct
- vilification, including antisemitism and other forms of religious hatred
- the sharing of inappropriate, offensive or illegal material through BAA systems or during training activities
- serious misuse of BAA systems, facilities or equipment
- illegal activity occurring during BAA training or related activities
- any other behaviour that represents a serious breach of this Code of Conduct or other BAA policies

Suspension During Investigation

In circumstances where an alleged breach of this Code of Conduct is considered serious, BAA may temporarily suspend a student from training activities while an investigation is undertaken.

A suspension during investigation is not a disciplinary outcome and does not imply that misconduct has occurred. The purpose of the suspension is to allow BAA to investigate the matter fairly and to protect the safety and wellbeing of those involved.

During the suspension period, BAA may temporarily restrict or remove the student's access to BAA facilities, training sessions and BAA systems, including learning platforms, communication systems and other digital resources.

Following an investigation, BAA may take disciplinary action which may include withdrawal of the student from their course in accordance with the Cancellation, Withdrawal and Deferral Policy, and referral to external authorities where required.

Related Policies and Procedures

Students must comply with this Student Code of Conduct and all other BAA policies and procedures.

Key related policies include:

- Student Plagiarism, Cheating and Collusion Policy with AI Transparency Statement
- Student Assessment Submission Policy
- Cancellation, Withdrawal and Deferral Policy
- Fair Treatment and Equal Opportunity Policy
- Cultural Safety, Diversity and Inclusion Policy
- Enhanced Access – Empowering Builders Academy Students for Success Policy

These policies are available on the BAA website under the Key Links and Documents section.

Feedback, Complaints and Appeals

Students have the right to access the BAA Complaints and Appeals process if they believe disciplinary outcome or suspension during investigation has been applied unfairly.

BAA has a Grievance, Complaints and Appeals Policy that outlines how to provide informal feedback or lodge a formal complaint or appeal. This policy is available on our website. You may choose to remain anonymous.

We treat all feedback with respect and confidentiality, and we aim to resolve issues promptly, fairly, and in a culturally safe manner, accessible to all students and protects students who raise issues. Students may also contact Student Services or their Student Success Coach for assistance in accessing the process.

Our Grievance, Complaints and Appeals Policy is located on the following webpage
<https://buildersacademy.edu.au/baa-academy-links-and-documents/>

Monitoring and Review

This policy is maintained under version control to ensure it remains accurate, relevant, and compliant with all applicable requirements.

It will be formally reviewed on an annual basis by the Compliance Team, in consultation with relevant stakeholders, including Student Support, Training Operations, and Senior Management.

Reviews will ensure that the policy continues to meet the requirements of the Standards for RTOs 2025, Government contracts (e.g. Skills First), and other regulatory or quality frameworks.

In addition to scheduled reviews, this document may be updated earlier in response to:

- Changes in legislation, regulatory standards, or contractual obligations;
- Internal audits or findings from complaints, appeals, or investigations;
- Feedback from students, staff, or third parties that identifies a need for improvement;
- Organisational restructuring or operational changes that affect policy content.

Where relevant, students and stakeholders will be notified of significant changes via internal communications, staff briefings, or updates to the Student Handbook or website.

Accessibility of Information

BAA is committed to providing support information in accessible formats for students (e.g., plain English, large print, accessible PDFs, translated materials, and formats for assistive technology users).

If required, please speak with your Student Success Coach or Student Services team so we can offer the right support in getting information in an accessible format for you.

We acknowledge the Traditional Custodians of the lands we live on. We pay our respects to all Elders, past and present, of all Aboriginal and Torres Strait Islander nations.