

MILLION BROWN'S COLLEGE (MBC)

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Student Code of Conduct Policy and Procedure

Document Name	Student Code of Conduct Policy and Procedure
Document No.	MBC-STU-COC-001
Version	1.3
Approved By	Chand Khanna - CEO
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Review Date	31 March 2027

Policy Context

Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	2025 Standards for RTOs and ESOS / CRICOS requirements, where applicable
Codes and Standards	2025 Standards for RTOs – learner conduct, safety, support, complaints and appeals, and information obligations; National Code 2018 where applicable
Legislation or Other Requirements	National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students Act 2000 where applicable; Privacy Act 1988; relevant anti-discrimination and work health and safety legislation
Related Documents	Academic Misconduct Policy and Procedure; Diversity Policy and Procedure; Complaints and Appeals Policy and Procedure; Disciplinary Policy and Procedure; Student Support and Wellbeing Services Policy and Procedure; Privacy and Confidentiality Policy and Procedure

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1. Purpose

This policy and procedure sets out the standards of behaviour expected of MBC students and the processes used when conduct concerns arise.

2. Objective

MBC will promote a respectful, safe and inclusive learning environment and will address student misconduct in a fair, consistent and documented manner.

3. Scope

This policy applies to all current and prospective students and to any person participating in training, assessment, orientation, work placement or related activities conducted by or on behalf of MBC.

4. Policy Statement

Students must behave honestly, safely and respectfully, comply with lawful directions and MBC policies, and avoid conduct that disrupts learning, harms others or damages MBC property or reputation.

5. Expected Standards of Behaviour

- treat staff, students and stakeholders with respect;
- act honestly in learning and assessment;
- follow safety, attendance, support and administrative requirements;
- use MBC facilities, systems and equipment responsibly;
- comply with reasonable directions and all applicable policies.

6. Unacceptable Conduct

- harassment, bullying, discrimination, intimidation or victimisation;
- violence, threats, unsafe conduct or damage to property;
- dishonesty, fraud, theft or misuse of records or systems;
- disruptive behaviour in class, online or during placement;
- possession or use of prohibited substances or items where unlawful or unsafe.

7. Support, Natural Justice and Outcomes

Students will be informed of concerns and given an opportunity to respond. Support, education, warning, behaviour conditions, suspension, cancellation or referral may apply depending on seriousness and previous history.

8. Procedures

Step	Procedure	Responsibility	Reference
1	Student conduct concerns are identified through observation, complaint, incident report, assessment process, placement report	Staff / Student Support / Management	Code of Conduct / incident or file records

	or other documented source.		
2	The student is informed of the concern and given an opportunity to respond, including the option to bring a support person where appropriate.	Trainer / Student Support / Management	Procedural fairness requirements
3	The concern is reviewed and an outcome determined according to seriousness, evidence and any previous history.	RTO Manager / CEO / authorised delegate	This policy / related procedures
4	Any outcome, corrective action or disciplinary process is communicated and recorded.	Administration / Management	Student file / records management

9. Continuous Improvement

Management review will consider trends, incidents, feedback, corrective actions and any adverse issues requiring improvement or preventive action.

10. Confidentiality and Privacy Statement

For more information, refer to MBC's Privacy and Confidentiality Policy and Procedure. Records under this document will be handled confidentially and stored in accordance with approved privacy and records management procedures.

11. Publication

This policy and procedure will be available through approved MBC document locations, staff induction, student information channels, the website where appropriate, or on request.

12. Review Processes

This policy and procedure will be reviewed at least annually, or earlier where legislative, regulatory, operational or organisational change requires amendment.

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