

2 Enrolment

2.1 Student Code of Conduct – Purpose

The purpose of this code is to outline the way in which students of TVSA Pilot Training are expected to conduct themselves during their participation in training and assessment and outlines students' rights and responsibilities.

2.1.1 Code

Students' Rights

- All students have the right to:
 - Be treated fairly and with respect by all students and staff.
 - Learn in a supportive environment which is free from harassment, discrimination and victimisation.
 - Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
 - Have their personal details and records kept private and secure according to our Information Privacy Policy.
 - Access the information TVSA Pilot Training holds about them in a timely manner including information about participation, progress, outcomes and personal information.
 - Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
 - Make appeals about procedural and assessment decisions.
 - Receive training, assessment and support services that meet their individual needs.
 - Be given clear and accurate information about their course, training and assessment arrangements and their progress.
 - Access the support they need to effectively participate in their training program.
 - Provide feedback to TVSA Pilot Training on the client services, training, assessment and support services they receive.

Students' Responsibilities

- All students, throughout their training and involvement with, TVSA Pilot Training, are expected to:
 - Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.
 - Not harass, victimise, discriminate against or disrupt others.
 - Treat all others and their property with respect.
 - Respect the opinions and backgrounds of others.
 - Follow all safety policies and procedures as directed by staff.

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- Report any perceived safety risks as they become known.
 - Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
 - Notify us if any of their personal or contact details change.
 - Provide relevant and accurate information to TVSA Pilot Training in a timely manner.
 - Approach their course with due personal commitment and integrity.
 - Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright.
 - Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
 - Progress steadily through their course in line with the course schedule.
 - Prepare appropriately for all assessment tasks and training activities.
 - Notify TVSA Pilot Training if any difficulties arise as part of their involvement in the program.
 - Notify TVSA Pilot Training if they are unable to attend a visit or training session for any reason at least twenty-four (24) hours prior to the commencement of the activity.
 - No smoking at the premises or on any airfields.
 - Notify TVSA Pilot Training if any difficulties arise as part of their involvement in the program.
 - Make payments for their training within agreed timeframes, where relevant
 - Comply with state and commonwealth legislation during their participation in vocational education and training.
- Being prepared for flights & ground theory
 - Students are expected to arrive at all classes and flights fully prepared with the required equipment and planning having been undertaken. Should an Instructor deem the student to be unprepared, they may be sent home (in the instance of ground theory), and/or cancel the flight at the students expense*. (*This may mean deducting hours from the students 155 hour balance or invoicing the student for the flight as a separate fee).
 - Students will be charged a cancellation fee as per the current Fee schedule. The decision by the instructor will be at the sole discretion of the instructor and is not a reviewable decision.
 - Breach of our code of conduct may result in instant dismissal, this includes (but is not limited to):
 - Harassing, victimising or discriminating against students and TVSA Staff and Contractors

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- Deliberate damage or neglect to TVSA Pilot Training’s facilities, premises and property
- Breaching safety procedures
- Breaching flight rules and regulations
- Failure to pay for training or flights within agreed timeframes

Applicable legislation

- This Student Code of Conduct is informed by the following pieces of legislation, with which all students must comply.
- Commonwealth
 - Civil Aviation Act 1988
 - Civil Aviation Safety Regulations 1998
 - Age Discrimination Act 2004
 - Privacy Act 1988
 - Copyright Act 1968
 - Age Discrimination Act 2004
 - Disability Discrimination Act 1992 – Education Standards 2005
 - Sex Discrimination Act 1984
 - Australian Human Rights Commission Act 1986
- Victoria
 - Education and Training Reform Act 2006
 - Equal Opportunity Act 2010
 - Information Privacy Act 2000
 - Occupational Health And Safety Act 2004
 - Working With Children Act 2005
 - Racial and Religious Tolerance Act 2001
 - Charter of Human Rights and Responsibilities

2.1.2 Related Policies

- Continuous Improvement & Quality Assurance Policy
- Information Privacy Policy
- Access, Equity and Anti-Discrimination Policy
- Health and Safety Policy
- Complaints and Appeals Policy
- Record Management Policy
- Student Discipline Policy

2.1.3 Related Procedures, Forms and Documents

- Governance Procedures - Legislation
- Student Exit Survey (located on ‘Survey Monkey’)

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- Assessment Task Cover Sheet
- Change of Details Form

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