HESG Student Classroom Policy

This policy outlines the rules and behaviour required of trainees attending classroom training.

Classes will not commence before 8.30 am and will not continue after 8.30 pm. Students in evening classes finishing at 8.30 pm must have departed from the RTO site by 8.45 pm. Students will follow the RTO training site’s safety and security procedure. Weekend classes will be conducted during the day hours of 8.30 am to 5 pm. No student is to be on site after 5.15 pm.

Classes can be no more than seven (7) hours per day and students will be given their timelines and training plans at induction so that they are aware of the training requirements.

PROCEDURE
Attendance must be in accordance with the schedule on the training plan/session timeline. Any trainee unable to attend a class must notify their trainer and workplace supervisor. Failure to notify all parties may result in a warning handed out to the trainee.

- Dress code for classroom training must be neat and presentable.

To maintain an environment conducive to learning, RGIT strictly prohibit the following behaviours in the classroom:

**Behaviour misconduct**
- Disruption during classes
- Theft of or damage to property
- Assault and/or physical obstruction
- Intimidation (oral, written, physical, via equipment, and including but not limited to stalking)
- Bullying
- Being under the influence of/in possession of illegal substances
- Providing false information/falsifying files
- Use of classroom and personal equipment for non-learning activities during class time
- Any other behaviour which is deemed negative to the operations of IE Learning and Development Centre

**Academic misconduct**
- Plagiarism and/or copyright of material will result in the trainee undertaking alternative assessment tasks and, if relevant, appropriate parties being notified. Copyright is illegal and may be reported. Plagiarism is a breach of IE Learning and Development Centre’s ethics and policies, and will be treated seriously.

**Network misconduct**
- Willful use of classroom computers for bullying, access of private training records, damaging or deleting data, attempting to decode passwords, any activity which breaches law/legislation, and any other behaviour which is deemed negative to the operations of the RGIT

Penalties for misconduct will be proportionate to the misconduct, and will take into account the trainee’s circumstances. All illegal misconduct will be reported to the relevant authorities.