

Mindroom Innovation

Code of conduct

International Students

Introduction

Mindroom Innovation work hard to provide solutions for students and industry, to meet their vocational training needs. Mindroom Innovation focuses on excellence in training through Certificates, Diplomas and Advanced diplomas.

Educational Standards

Mindroom Innovation will maintain high standards in the provision of vocational education and training and all other student services. Mindroom has in place policies and management practices to maintain high professional standards in the marketing and delivery of its services to students. These policies and practices are also designed to safeguard the interest and welfare of all students. Mindroom Innovation maintains a learning environment that supports the success of students. We have the capacity to deliver the nominated course(s) on scope and provide adequate facilities and use appropriate assessment methods and materials.

The following Code of Practice describes the minimum standards of Mindroom Innovation's education and training services and confirms the commitment Mindroom Innovation has to continuous improvement.

Sanction

The policies in this Code of Practice underpin the operations of Mindroom Innovation. Mindroom Innovation recognises that registration as a Registered Training Organisation may be withdrawn if it does not honour the obligations of this Code of Practice. These organisations are committed to a quality provision of training and related services. Mindroom Innovation complies with all legislative requirements of State and Federal Government, in particular the Work Health and Safety ACT and Legislation, Workplace Relations, Anti-Discrimination, Vocational Placement, and Equal opportunity, Privacy Legislation, National Information Privacy, Vocational, Education, Training and Employment ACT 2000 and mutual recognition of accredited qualifications issued from another registered RTO.

The various Acts are accessible on the Internet at www.legislation.qld.gov.au or at the Australian Legal Information Institute web site: www.austlii.edu.au. Staff and students are informed of legislative requirements through such means as induction, staff and student meetings, handbooks, and professional development activities.

We will ensure that Workplace Harassment, Victimisation and Equal Employment Opportunity information is made available to learners and staff members alike. The below links are for legislation that relate to Mindroom Innovation as an RTO in Australia.

Business

Industrial Relations Act 1999

<http://www.legislation.qld.gov.au/legisln/current/i/industrela99.pdf>

Freedom of information (FOI) – your right to access documentation

<https://www.homeaffairs.gov.au/access-and-accountability/freedom-of-information#:~:text=The%20Freedom%20of%20Information%20Act,get%20copies%20of%20those%20documents.>

Vocational Education Training and Employment Act (2000)

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/V/VocEdTrComPA12.pdf>

Work Health and Safety Act 2011

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSA11.pdf>

Workplace Health and Safety Regulations 2008

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSA11.pdf>

Fair Work Australia

Read Fair Work Information Statement

www.fwa.gov.au

Copyright Act

http://www.austlii.edu.au/au/legis/cth/consol_act/ca1968133/

Privacy Act

http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/

Anti-Discrimination Act

http://www.austlii.edu.au/au/legis/nt/consol_act/aa204/

Disability Discrimination Act 1992

<http://www.comlaw.gov.au/Details/C2013C00022>

Disability standards for education

<http://www.ag.gov.au/RightsAndProtections/HumanRights/DisabilityStandards/Pages/Disabilitystandardsforeducation.aspx>

Human rights and equal opportunity commission Act 1986

<http://www.comlaw.gov.au/Series/C2004A03366>

Racial discrimination Act 1975

<http://www.comlaw.gov.au/Details/C2013C00013>

Sex Discrimination Act 1984

<http://www.comlaw.gov.au/Details/C2012C00313>

Code of conduct

To ensure that students and staff rights are respected we developed this Code of Conduct. Workplaces may have people of different age, gender, religion and cultural background. This is especially true when international people are involved.

The following is our internal policies and procedures to ensure that no matter who you are or where you are from you feel comfortable being yourself. If any of this is not clear to you please consult a teacher or front desk staff member. Failing to comply with the following may lead to suspension of your enrolment without a refund.

We ask our students to avoid;

- Disobey instructions by a teacher or staff member
- Being rude or continually disruptive in class
- Bullying (verbally or physically)
- Assaulting another student or staff member
- Making sexist or racist comments or jokes
- Harassment of another student or staff member
- Stealing from the school or from another student
- Damaging equipment, including computer programs and computer equipment
- Reckless behaviour that places themselves or another student or staff member of the College in danger, by committing a dangerous, thoughtless, or negligent act
- Falsifying any documents issued by the college
- Falsifying and documents produced to the college by the student
- Non-payment of tuition and course related fees
- Commit plagiarism
- Failing to maintain satisfactory course progression
- Absenteeism
- Breach of any Australian law
- Participating in any illegal activity.

Any item in the list above is a legitimate ground for course dismissal (without refund).

Behaviour

Please be in class on time and be polite to teachers and classmates. If you feel you are misunderstood, there will always be someone who can help you and there's no need to raise your voice or become aggressive. Please respect students and staff of any age, gender, nationality, religion and cultural heritage, everyone should feel comfortable to be themselves around you.

We strongly disapprove of bad language, rudeness and bullying of any kind and wish to provide a peaceful and respectful study environment for our students. When a student has been found guilty of serious misconduct, we may take action to cancel their enrolment (without a refund) and report the student to the Australian Immigration Authorities. If we find it necessary to report a student, he/she will be first given the opportunity to exercise their right to complain and appeal as per our Complaints and Appeals procedure.

Drugs and alcohol

Mindroom Innovation shows no tolerance towards illicit drugs or substances and students found possessing or using them are subject to cancellation of their course as well as being reported to authorities.

Under 18

Mindroom Innovation does not accept enrolment applications of students under 18.

Bullying

Bullying can be verbally, physically, cyber or other. We at Mindroom Innovation tolerate none.

If you are being bullied, we urge you to share the experience with a staff member and promise that we would do anything to make it stop ASAP.

If you witness bullying towards another person, we urge you to come forward and report it. No one should be put under the pressure of being bullied and no reason is good enough to bully another.

When a case of bullying is reported, we will file a complaint and the bullying student will be approached by a staff member and advised of the complaint. The case will be monitored and if recur, a second and last warning will be given. If the bullying persists the student will be suspended from class until resolution of the case.

Resolution may include:

- Change of course
- Cancellation of enrolment
- Reporting to authorities of the breach of code of conduct
- Temporary suspension.