

# Code of Conduct for Students

Greenhouse Education is committed to providing a supportive, ethical, and professional training and assessment environment for all students. This Code of Conduct outlines the behaviours and responsibilities that students must adhere to throughout their enrolment.

All students are required to read and understand this Code before undertaking any training or assessment activities.

Breaches of this Code may result in actions being taken in line with the seriousness of the behaviour, including (but not limited to):

- Being asked to leave the classroom or refused entry if behaviour is disruptive or unsafe;
- Suspension or expulsion from the program where behaviour threatens safety, disrupts learning, interferes with staff duties, or damages property;
- Referral to relevant external authorities in cases of serious misconduct.

This Code operates in addition to any other enrolment documentation or contractual agreements you hold with Greenhouse Education.

## As a student enrolled at Greenhouse Education, I will:

- Comply with all policies and procedures outlined in the enrolment process and the Student Information Guide.
- Communicate respectfully and effectively with staff, fellow students, and stakeholders, both verbally and in writing.
- Take responsibility for my learning by actively participating, setting goals, making informed decisions, applying feedback, and evaluating my own performance.
- Attend all scheduled training sessions and notify my trainer or the office before the session begins if I am unable to attend due to illness or another valid reason.
- Behave in a manner that supports trainers in delivering effective training, whether in individual or group settings.
- Respond promptly to all reasonable instructions given by staff.
- Refrain from all forms of discrimination, bullying, or harassment.
- Contribute positively during training and avoid disruptive behaviour.
- Provide valid identification to Greenhouse Education when requested.
- Complete all required paperwork accurately and within specified timeframes.
- Treat all students, staff, and host employers with respect, honesty, dignity, and sensitivity at all times.
- Ensure my actions do not endanger, or potentially endanger, the health, safety, and wellbeing of myself or others.

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- Raise any issues, concerns, or breaches of this Code with Greenhouse Education in a timely and constructive manner.
- Respect the privacy and confidentiality of staff and students when handling personal or business information.
- Care for the property of students, staff, Greenhouse Education, and host employers.
- Maintain a professional standard of conduct, including personal hygiene and neat, industry-appropriate attire (e.g., closed-in shoes for classes and practical training).
- Not attend class under the influence of alcohol, illegal drugs, or medication that impairs my ability to safely participate in training or assessment.
- Keep all communication devices switched off or on silent during training sessions.
- Avoid making or receiving calls or messages during class time, unless prior approval has been given for extenuating circumstances.
- Submit only original work, ensuring it is not plagiarised.
- Refrain from bribery, cheating, or any dishonest behaviour during assessment.

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