



Student Code of Conduct

All students are expected to abide by this Code of Conduct during their participation in their course with Sporting Shooters Association of Australia (Victoria). Students who do not abide by this Code of Conduct will be followed up through the disciplinary procedures.

1. 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 Privacy Policy.
- Access the information Sporting Shooters Association of Australia (Victoria) holds about them.
- 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 Sporting Shooters Association of Australia (Victoria) on the client services, training, assessment, and support services they receive.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

2. Students' responsibilities

All students, throughout their training and involvement with Sporting Shooters Association of Australia (Victoria), are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass, or threaten others including other students, juniors, people from different cultures, SSAA staff, volunteers, and parents.
- Not harass, victimise, discriminate against, or disrupt others including other students, juniors, people from different cultures, SSAA staff, volunteers, and parents.
- 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.
- 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 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 laws.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.



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- Contact the state office if help is required during the course in a timely manner.
- Prepare appropriately for all assessment tasks and training sessions.
- Notify Sporting Shooters Association of Australia (Victoria) if any difficulties arise as part of their involvement in the program.
- Notify Sporting Shooters Association of Australia (Victoria) if they are unable to attend a training session for any reason at least 12 hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes, where relevant.

If you do not follow the above conduct requirements and housekeeping rules, you may be subject to disciplinary action such as suspension or a requirement to follow a disciplinary action plan.

3. Legislation

This Student Code of Conduct is informed by the following pieces of legislation.

Commonwealth

- Age Discrimination Act 2004
- National Vocational Education and Training Regulator Act 2011
- 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

- 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
- Education & Training Reform Act 2006
- Child Safe Standards