



P-005 LEARNER CODE OF CONDUCT POLICY AND PROCEDURE

P-005 Learner Code of Conduct Policy and Procedure v1.0

The Learner Code of Conduct is a set of standards and behaviours instructing the way we work and learn at Dijan Training Program DTP.

The aim of this policy is to foster a learning environment that is positive, diverse, and free from inappropriate, unethical, illegal, and unlawful conduct.

This policy is written as a statement of DTP values and expectations and should be read in conjunction with other relevant organisational policies.

Under this Code of Conduct, all learners are held to the same standard of behaviour.

The purpose of this Code is to:

This policy applies to: All students, trainers, and DTP-affiliated individuals

1. Purpose

The purpose of this policy is to:

- Define acceptable standards of learner behaviour.
 - Promote a respectful, inclusive, and culturally safe learning environment regardless of the actual location.
 - Ensure compliance with relevant laws, regulations, and ethical standards.
 - Uphold DTP reputation and commitment to quality educational services for Aboriginal communities.
 - Foster an environment of accountability, transparency, and respect for cultural knowledge and practices.
 - Ensure compliance with Commonwealth and Northern Territory legislation and the *Standards for RTOs 2015*.
 - Guide disciplinary procedures related to breaches involving drugs, alcohol, weapons, workplace safety, or misconduct.
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2. Scope

This policy applies to:

- All enrolled learners of Dijan Training Program Ltd.
- Activities on campus, online, in the workplace, designated accommodation and during offsite or practical training.
- All premises, delivery modes, and engagement platforms affiliated with DTP.

3. Policy Framework and Legislative Alignment

This policy aligns with:

Standards for RTOs 2015

- **Standard 5d** - Rights and responsibilities of the learner
- **Standard 8** - Compliance with Commonwealth, State and Territory legislation
- **Clause 1.7** - Learner support
- **Clause 8.5-8.6** - Managing risk and ensuring safe and compliant operations

Relevant Legislation

Legislation	Application
Work Health and Safety Act 2011 (Cth)	National framework for workplace safety duties
NT WHS (National Uniform Legislation) Act 2011	Territory-specific WHS application
Criminal Code Act 1995 (Cth)	Includes drug trafficking, firearms, and weapons offences
Misuse of Drugs Act 1990 (NT)	Governs drug offences within the Northern Territory
Weapons Control Act 2001 (NT)	Regulation and control of dangerous weapons in NT
Australian Consumer Law (Schedule 2 of the <i>Competition and Consumer Act 2010</i>)	Covers fair conduct, student rights, and contract protections
Privacy Act 1988 (Cth)	Protects personal information and data
Anti-Discrimination Act 1992 (NT)	Prohibits discrimination, sexual harassment, and victimisation
Information Act 2002 (NT)	Regulates access and confidentiality of student records

4. Conduct Expectations

4.1 General Behaviour

All Learners are expected:

- to be responsible for their own professional conduct and behaviour. DTP does not tolerate inappropriate conduct or behaviour in any situation- this is particularly important for learning which is undertaken in remote locations and communities where interactions outside of workplace might be more frequent.
- to be aware that their obligations under this Code of Conduct continue to apply for example, in settings where learners might be sharing accommodation.
- To treat peers, staff, and stakeholders with respect.
- Must Abide by the DTP Code of Conduct and directions from trainers and staff.
- Behave honestly and ethically in all training-related environments.
- Use language and actions that reflect respect for cultural, racial, gender, and religious differences.

DTP believe that the DTP learning model is essential for the best possible educational outcomes for Aboriginal and Torres Strait Islander people. We are committed to regular communication with learners, communities, and to the wider Australian community to promote Aboriginal and Torres Strait Islander vocational education equity.

4.2 Prohibited Substances

- Learners must **not possess, consume, distribute, or be under the influence** of alcohol, illegal drugs, or non-prescribed substances during training or while on DTP premises including designated accommodation.
- The **Misuse of Drugs Act 1990 (NT)** criminalises possession, manufacture, and distribution of prohibited substances.
- Any suspicion of possession or intoxication will result in immediate removal and potential reporting to NT Police.

Note: *Prescription medication must be used as directed and disclosed if it may impair training activities.*

4.3 Weapons and Dangerous Items

- No weapons (e.g. firearms, knives, explosive devices) or hazardous items are permitted at DTP premises, offsite delivery locations, or in online sessions.
- The **Weapons Control Act 2001 (NT)** makes it an offence to unlawfully possess or use controlled weapons.
- Any breach will be treated as a critical incident and reported to authorities.

4.4 Workplace Health and Safety

Learners must:

- Take reasonable care for their own and others' health and safety.
- Comply with all safety directions and training provided.
- Report unsafe behaviour, hazards, or incidents immediately.

This is in line with:

- *Work Health and Safety Act 2011 (Cth)*
- *NT WHS Act 2011*

Failure to comply may lead to suspension and expulsion from the training program.

4.5 Academic and Assessment Integrity

- Plagiarism, cheating, collusion, or falsification of records is strictly prohibited.
- Misconduct will be addressed under DTP's *Assessment Policy* and *Complaints and Appeals Policy*.

4.6 Bullying, Harassment, and Discrimination

DTP has zero tolerance for:

- Verbal, physical, or online bullying.
- Discrimination based on age, race, gender, disability, or religion.
- Sexual harassment.

Relevant Acts:

- *Anti-Discrimination Act 1992 (NT)*
- *Sex Discrimination Act 1984 (Cth)*

Learners may be referred to the **NT Anti-Discrimination Commission** for breaches.

4.7 Digital Conduct

Learners must:

- Use DTP platforms and digital communication professionally.
- Not engage in cyberbullying, hate speech, or unauthorised sharing of content.
- Follow data privacy obligations under the *Privacy Act 1988* and *Information Act 2002 (NT)*.

5. Breaches and Disciplinary Actions

5.1 Reporting

- All reports of misconduct should be submitted using the *Critical Incident Report/ Learner Misconduct Report Form*
- Teachers/Assessors must document behaviour that poses a risk or violates policy.

5.2 Investigation and Response

- Minor misconduct: Managed through counselling, warnings, or behaviour plans.
- Serious misconduct (e.g., weapons, drugs, WHS breach): Results in suspension, referral to authorities, or expulsion.

5.3 Right to Appeal

Learners may lodge a formal appeal through DTP's *Complaints and Appeals Policy*. All appeals are reviewed by the RTO CEO or delegate.

6. Responsibilities

Role	Responsibilities
CEO	Approves policy and final decision-making authority
RTO Business Manager	Implements conduct-related procedures and investigations
Teacher/Assessors	Monitor student behaviour and WHS, report incidents
Learners	Understand and comply with this policy at all times

7. Related DTP Documents

- Learner Misconduct Incident Report Form
 - Critical Incident Report
 - Critical Incident Policy
 - Stakeholder Responsibilities and Engagement Policy
 - Code of Practice
 - Learner Handbook
 - Complaints and Appeals Policy and Procedure
 - Learner Assessment Appeals Form
 - Complaints and Appeals Form
 - WHS Policy
 - Learner Privacy Policy
 - Assessment Policy
 - Legislation Register (DTP-D-001)
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8. Review and Continuous Improvement

This policy is reviewed annually or following:

- Legislative or regulatory changes
 - Internal audit findings
 - Significant incidents or student complaints
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