

# Student Code of Conduct Policy and Procedure

**Last Updated:**

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**Director**

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## 1. Purpose

Blended Learning International (BLI) is committed to maintaining a safe, respectful, inclusive, professional, and culturally appropriate learning environment for all students, staff, contractors, and stakeholders.

This policy and procedure applies to all students, applicants, and stakeholders.

This Policy establishes the standards of behaviour expected of all students enrolled in, participating in, or engaging with BLI programs, services, learning environments, and activities.

This Policy supports BLI's obligations under the:

- Standards for Registered Training Organisations (RTOs) 2025
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Work Health and Safety legislation
- Anti-Discrimination legislation
- Disability Standards for Education 2005
- Competition and Consumer Act 2010

## 2. Scope

This Policy applies to:

- all enrolled students
- prospective students and applicants
- Recognition of Prior Learning (RPL) applicants
- online and face-to-face participants
- workshop and webinar participants
- students undertaking training or assessment through third-party arrangements where applicable

This Policy applies to conduct occurring:

- during training and assessment
- within online learning environments
- during Zoom or virtual classroom sessions
- within the Learning Management System (LMS)

- during email, chat, or digital communications connected to BLI activities
- at any BLI-related event, activity, or engagement

### **3. Definitions**

#### Academic Misconduct

Any conduct by a student that breaches academic integrity requirements, including plagiarism, cheating, collusion, falsification of evidence, impersonation, or unauthorised use of artificial intelligence tools.

#### Misconduct

Behaviour that breaches this Policy or any related BLI policy, procedure, or lawful direction.

#### Serious Misconduct

Conduct that significantly impacts the safety, wellbeing, integrity, reputation, or lawful operations of BLI or its stakeholders.

#### Procedural Fairness

The requirement that all conduct matters are managed fairly, impartially, and transparently, including providing students with the opportunity to respond to allegations or concerns.

### **4. Policy Principles**

BLI is committed to:

- maintaining a safe and respectful learning environment
- promoting learner wellbeing and inclusion
- ensuring procedural fairness and natural justice
- supporting diversity, equity, and cultural safety
- protecting students from harassment, bullying, discrimination, and vilification
- maintaining academic integrity and ethical conduct
- protecting the integrity and reputation of nationally recognised training

### **5. Student Responsibilities**

All students are expected to:

#### 5.1 General Conduct

Students must:

- behave honestly, ethically, and respectfully
- comply with all BLI policies and procedures
- follow reasonable directions from BLI staff



- treat all students, trainers, assessors, staff, and stakeholders with courtesy and professionalism
- contribute to a safe, inclusive, and culturally respectful environment
- engage in lawful conduct at all times

## 5.2 Academic Integrity

Students must:

- submit their own original work
- acknowledge all sources appropriately
- participate honestly in assessment activities
- provide authentic and truthful evidence for assessment or RPL purposes
- use artificial intelligence (AI) tools ethically and only where permitted

## 5.3 Digital and Online Conduct

Students participating in online learning environments must:

- communicate respectfully during online sessions
- use appropriate language and behaviour in chats, emails, forums, and virtual classrooms
- protect the privacy and confidentiality of others
- not record sessions without permission
- not misuse digital systems, learning platforms, or online resources
- maintain appropriate cyber safety practices

## 5.4 Safety and Wellbeing

Students must:

- refrain from behaviour that may harm others
- support an inclusive and culturally safe learning environment
- report safety or wellbeing concerns appropriately
- refrain from bullying, harassment, intimidation, discrimination, or vilification

## 6. Prohibited Conduct

BLI does not tolerate misconduct of any kind.

Misconduct includes, but is not limited to:

### 6.1 Academic Misconduct

- plagiarism
- cheating
- collusion
- contract cheating
- impersonation



- falsification of assessment evidence
- falsified workplace evidence
- unauthorised use of AI-generated assessment responses
- submission of work completed by another person

## 6.2 General Misconduct

- disruptive behaviour
- refusal to follow reasonable directions
- disrespectful conduct
- repeated non-compliance with BLI policies
- misuse of BLI facilities or systems
- inappropriate communication with staff or students

## 6.3 Serious Misconduct

- bullying or intimidation
- harassment or discrimination
- racism or racial vilification
- religious or cultural vilification
- threatening or abusive behaviour
- cyber abuse or online harassment
- unlawful conduct
- conduct that damages BLI's reputation
- conduct placing the safety or wellbeing of others at risk

## 6.4 False or Malicious Allegations

Knowingly making false, misleading, or malicious allegations against another student, staff member, or stakeholder may itself constitute misconduct under this Policy.

## 7. Online Learning and Digital Behaviour Expectations

Students participating in online delivery must:

- attend scheduled sessions where required
- participate respectfully in virtual classrooms
- keep cameras on during live sessions where required by the trainer or assessor unless otherwise approved
- avoid inappropriate interruptions or disruptive conduct
- protect passwords and account access information
- avoid sharing copyrighted or confidential materials without permission

BLI reserves the right to remove students from online sessions where behaviour is inappropriate or disruptive.

## **8. Student Wellbeing and Cultural Safety**

BLI is committed to providing a learning environment that:

- promotes psychological safety
- respects diversity and inclusion
- supports First Nations cultural safety
- supports students with disability or additional learning needs
- provides access to wellbeing and support services

Students may access support under the:

- Student Support Policy
- Wellbeing Policy and Procedure
- Disability Inclusion and Reasonable Adjustment Policy and Procedure

## **9. Reporting and Investigation of Conduct Matters**

All complaints or concerns regarding student conduct will be managed:

- fairly
- confidentially
- respectfully
- in accordance with procedural fairness principles

BLI will apply the principles of natural justice and procedural fairness in all conduct investigations and disciplinary decisions.

BLI will acknowledge conduct concerns within five (5) business days where practicable and aim to finalise investigations within twenty (20) business days unless circumstances require additional time.

Where a conduct concern arises:

1. the matter will be documented
2. the student will be informed of the concern
3. the student will have an opportunity to respond
4. relevant evidence will be reviewed
5. an outcome decision will be made by the CEO or authorised delegate

Students may bring a support person to meetings where appropriate.

Where applicable, students under 18 years of age may require parent or guardian involvement in conduct matters.

## **10. Disciplinary Actions**

Where a breach of this Policy is substantiated, BLI may implement one or more of the following actions:

- informal counselling
- verbal warning
- written warning
- behavioural management agreement
- requirement for corrective action
- temporary suspension from training or assessment
- restriction of LMS or online access
- removal from online or face-to-face sessions
- cancellation of enrolment
- referral to external authorities where required

Disciplinary outcomes will be proportionate to the seriousness of the conduct.

## **11. Appeals**

Students have the right to appeal decisions made under this Policy in accordance with the:

- Complaints and Appeals Policy and Procedure

Appeals must:

- be submitted in writing
- include supporting information where applicable
- be lodged within the timeframe specified in the Complaints and Appeals Policy

Students will not be victimised or disadvantaged for lodging a complaint or appeal in good faith.

## **12. Confidentiality and Privacy**

All conduct matters, investigations, records, and outcomes will be:

- managed confidentially
- securely stored
- handled in accordance with the Privacy Act 1988 and BLI Privacy procedures

Information will only be disclosed where:

- authorised by law
- necessary to manage safety or compliance obligations
- required for procedural fairness

### **13. Continuous Improvement and Recordkeeping**

BLI will:

- maintain records of conduct matters securely
- monitor trends and recurring issues
- review outcomes during governance and compliance meetings
- use conduct data to support continuous improvement activities

Relevant records may include:

- incident reports
- warnings
- investigation records
- behavioural agreements
- appeal outcomes
- corrective actions

### **14. Associated Registers and Records**

BLI maintains a:

- Student Conduct and Wellbeing Register

The Register may include:

- conduct concerns or incidents
- student wellbeing concerns
- complaints relating to conduct
- investigation summaries
- warnings or actions taken
- support strategies implemented
- outcomes and resolutions
- appeals and review outcomes
- continuous improvement actions

All records are maintained securely and confidentially in accordance with BLI privacy and recordkeeping requirements.

### **15. Related Policies and Documents**

This Policy should be read in conjunction with:

- Student Handbook
- Complaints and Appeals Policy and Procedure
- Wellbeing Policy and Procedure
- Student Support Policy
- Diversity, Access and Equity Policy
- Privacy Policy
- Assessment Policy and Procedure

- Academic Integrity requirements
- Online Learning and Digital Participation Policy and Procedure

## **16. Review**

This Policy will be reviewed annually or earlier where:

- legislative or regulatory changes occur
- operational changes require amendment
- conduct trends or compliance issues are identified
- continuous improvement processes recommend revision