

LEADERSHIP
MANAGEMENT
AUSTRALIA



Participant Code of Conduct Policy and Procedure

Leadership Management Australia

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1. PURPOSE

- 1.1 The purpose of this policy and procedure is to outline Leadership Management Australia's (LMA) expectations and responsibilities of all Participants undertaking a Course with LMA in terms of their conduct and aims to foster a collaborative and respectful study environment.
- 1.2 As a Registered Training Organisation (RTO), LMA is obliged to operate within the VET Quality Framework, (which includes the Standards for Registered Training Organisations 2015) as set out by the Australian Skills Quality Authority (ASQA).
- 1.3 In addition to the Standards LMA is required to meet all legislative requirements of State, Territory and Federal Governments including those relating to:
 - Occupational Health and Safety legislation
 - National Vocational Education and Training Regulator Act 2011
 - Workplace harassment, victimisation and bullying legislation
 - Anti-discrimination, including equal opportunity, racial vilification, disability discrimination legislation
 - Privacy legislation
 - Anti-Bullying and Harassment Policy
 - Access and Equity legislation

2. SCOPE

- 2.1 The Participant Student Code of Conduct applies to all LMA students, irrespective of their location and mode of study. All Participants are responsible for conducting themselves in a professional, equitable and courteous way.

3. DEFINITIONS

Academic Misconduct: Academic misconduct involves cheating, collusion, plagiarism, or any other conduct that deliberately or inadvertently claims ownership of an idea or concept without acknowledging the source of the information. This includes any form of activity that negatively impacts the academic integrity of the Participant or another Participant and/or their work. Academic misconduct also includes disclosing private details of a client; submitting fraudulent material such as medical certificates, transcripts, parchments or any other required material that is shown to be fraudulent; offering bribes of any sort to gain admission or better grades; and falsifying identity or data.

ASQA means Australian Skills Quality Authority which is the national VET regulator and the RTO's registering body

Cheating: Acting dishonestly or unfairly in order to gain an unfair advantage in an assessment.

Collusion - Collusion is unauthorised collaboration which involves working with others without permission to produce work which is then presented as work completed independently by the student. Collusion is a form of plagiarism. Students should not knowingly allow their work to be copied.

Copyright material: Part of intellectual property. Copyright is a law that gives the owner of a work (for example, an article, a research paper, a book, movie, picture, song or website) the right to say how other people can use it.

Course means any nationally recognised qualification, unit of competency, skill set or short course in which a participant is enrolled with the RTO.

Intellectual Property - Means and includes all forms of IP rights and includes all rights resulting from intellectual activity across all fields in relation to circuit layouts, copyright, confidential information (including trade secrets and know how), designs, inventions and patents, plant varieties, plant breeder's rights and trademarks.

Plagiarism – Plagiarism means activities where students fail to acknowledge that the ideas of others are being used when writing and presenting their academic work

Standards means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au

4. POLICY

4.1 Policy Principles

4.1.1 All members of the LMA community have the right to feel and be safe, and to be able to engage in the educational process free from disruptive or inappropriate behaviours and without unnecessary disruption.

4.1.2 LMA expects that Participants will:

- acknowledge the rights of others, by treating everyone with respect, dignity and courtesy
- treat everyone equitably irrespective of gender, race, cultural and religious background, disability, age and sexual orientation
- show consideration for the opinions and views of peers and LMA staff
- avoid all forms of bullying, intimidation and harassment
- respect the rights of LMA staff to manage their time
- respect intellectual property rights, and ensure the proper use of copyright material
- use appropriately LMA I.T systems and services such as email, the internet, social media and the Feedback Online (FBOL) learning management system
- respect the privacy of other Participants (where relevant) and their clients
- ensure academic integrity is maintained in all their academic activity
- engage cooperatively and collaboratively in their course of study
- become familiar with LMA Participant policies and procedures, and information about their course, assessments and support services
- attend information sessions, including the Overview/orientation
- prepare for workshops by completing pre-reading and any other required activity
- constructively accept and act on any feedback
- avoid behaviour that results in physical damage to people or property
- understand their Work Health and Safety responsibilities and comply with these at all times

4.1.3 LMA Participants can expect:

- to be treated with courtesy and respect
- to be treated equitably irrespective of gender, race, cultural and religious background, disability, age and sexual orientation
- to freely voice alternative points of view and perspectives in rational debate and discussion forums
- to rely on LMA to protect the privacy of their personal information
- to receive regular feedback and information regarding their study and assessments throughout their course
- to have access to grievance and appeal processes
- to have access to Learning resources, environments, facilities and equipment needed to undertake the course

4.2 Breach of Policy

- 4.2.1 Any Participant who engages in inappropriate behaviour that may infringe on the rights of others or the safety of themselves and/or others will be reported to the Participants Workplace Manager/Mentor/Supervisor. LMA reserves the right to administer any of its applicable policies, or procedures to investigate and deal with the actions of the Participant, even if the Participant withdraws from the course while a disciplinary process is ongoing and/or pending.
- 4.2.2 If the inappropriate behaviour is unlawful, LMA will report the behaviour to the police and in turn the LMA Client.
- 4.2.3 This information is published in the Participant Handbook and LMAs website to ensure Participants and Clients of LMA have the information they need to understand and comply with the requirements set out in this policy.

4.3 Descriptions of Inappropriate Behaviour

- 4.3.1 Academic misconduct includes:
- Cheating, plagiarism or collusion
 - Assessment misconduct, such as bringing in material to an assessment for reference, except where that is specifically required under LMA instruction
 - Submitting fraudulent material, such as fraudulent transcripts, parchments, and other admission or course transfer documentation, medical certificates, or other documentation
 - Falsifying identity or data
 - Impinging on the privacy of others, such as disclosing confidential information about a fellow Participant or any of the LMA Client representatives.
- 4.3.2 Drug and/or alcohol abuse:
- Drug and/or alcohol abuse involves use of illegal, non-prescribed drugs and/or the regular imbibing of alcohol, which affects the Participant's capacity to study and /or affects behaviour and safety and will not be tolerated.
- 4.3.3 Violent, harassing or other offensive behaviour includes:
- Violence or threatened violence towards others
 - Stalking, bullying or any form of harassment
 - Using email, social media and the internet to harass, stalk, bully or threaten others, including using the Participant's own information technology or that of LMA to do so
 - Endangering or threatening to endanger the health or safety of others
 - Using offensive language
- 4.3.4 Inappropriate use of information technology services owned by LMA and includes:
- Deliberate introduction or dissemination of computer viruses.
 - Accessing the private information of others.
 - Impersonation of another individual, using their log-in details and password
- 4.3.5 Any other behaviour which has the potential to cause disruption, harm, or offence or which may negatively affect the reputation of LMA.

PROCEDURES

Procedure	Responsibility
<p>A. Disciplinary Procedures</p> <ul style="list-style-type: none"> • If a Facilitator (Trainers/Assessor) identifies instance where a Participant has breached the LMA Participant Code of Conduct and wishes to take disciplinary action, he/she should make a formal or informal approach to the Program manager: <ul style="list-style-type: none"> ○ Head of National Delivery and Quality (L&S) ○ National Program Manager (OpEx) • If the discipline notice (written notice) is lodged informally, the Manager will immediately clarify the matter in writing and forward a copy to the Participant and any chosen representative for confirmation. • Any discipline procedure and the process of its resolution will remain confidential between the parties involved. • The Participant is entitled to present a defence case against the notice and may nominate a chosen representative to act on their behalf. • The LMA Manager will make every effort to resolve the disciplinary action internally between the parties involved. • If the action cannot be resolved internally, an independent person will be approached immediately to act as an impartial arbitrator. • The Participant will be consulted about the selection of the independent arbitrator. • Both the Participant and the Facilitator (Trainer/Assessor) may nominate a chosen representative to act on their behalf in any subsequent discussions or arbitration. 	<p>Directors and Management Team</p> <p>Leadership Team</p> <p>Manager Quality and Compliance</p> <p>Facilitator (Trainer/Assessor)</p> <p>Head of National Delivery and Quality (L&S)</p> <p>National Program Manager (OpEx)</p>
<p>B. Outcomes</p> <ul style="list-style-type: none"> • The outcome of any discipline procedure will result in one of the following: <ul style="list-style-type: none"> - The Participant will cease the misconduct and continue in the training course - The Participant may be taken out of group training for one-on-one sessions (this may incur additional costs) - The Participant may choose not to continue with the course - The Employer may choose to withdraw the Participant from the training course - LMA may cancel the enrolment of the Participant. • Please also refer to the LMA Training and Assessment Policy for information about procedures that apply to assessment misconduct, including plagiarism and the submitting work of another Participant or person as your own work. • As Participants are undertaking the training under the auspices of their employer, they are also subject to the disciplinary policies and procedures of their employer. 	<p>Directors and Management Team</p> <p>Leadership Team</p> <p>Manager Quality and Compliance</p> <p>Facilitator (Trainer/Assessor)</p> <p>Head of National Delivery and Quality (L&S)</p> <p>National Program Manager (OpEx)</p>

SUPPORTING DOCUMENTS

- LMA Participant Handbook
- Enrolment Policy and Procedure
- Complaints and Appeals Policy
- Privacy Policy and Procedure
- Training and Assessment Policy and Procedure