1. Purpose

1.1 This policy sets out the expectations of student with respect to their academic and personal conduct whilst studying with Aviation Australia (AA).

2. Scope

2.1 This policy applies to all student undertaking studies at AA.

3. Revision Details

3.1 This section outlines any adjustments made to the document during the most recent revision.

Section Reference #	Rationale for Change
All	New document under new department

3.2 This section outlines the review frequency of the document.

Planned Revision	Biennially

4. Regulatory References

4.1 Standards for RTO's 2025

4.2 National Vocational Education and Training Regulator Act (2011)

4.3 Anti-Discrimination Act 1991.

4.4 National Code of Practice for Providers of Education and Training to Overseas Students 2018.

4.5 Privacy Act 1988.

4.6 Tobacco and Other Smoking Products Amendment Act 2004.

4.7 Work Health & Safety Act (2011).

5. Related Documentation

5.1 [AA PC POL 16 Discrimination Sexual Harassment and Workplace Bullying](#)

5.2 [AA TA PRO 03c Record of Conversation](#)

6. Glossary of Terms

6.1 **Student** include any individual enrolled in a course delivered by Aviation Australia or authorised third party.

7. Responsibilities

7.1 The Document Owner holds the delegated authority for the proper content and execution of the protocols within the document.

7.2 The Responsible Delegate ensures the proper implementation and adherence to the protocols within the document.

Document Owner:	Chief Academic Officer
Responsible Delegate(s):	National Technical Training Manager

7.3 Key Stakeholder Positions may contain multiple responsibilities for various parts of the document however the overall responsibility must remain with the document owner.

Key Stakeholder Positions – Mandatory Consultation Required
National RPAS Training Manager
Technical Training Managers
RPAS People & Operations Manager
Operations Flight Safety Manager
Head of Pilot Training
Student Support Services Manager

8. Policy

8.1 Overview

8.1.1 This policy sets out the obligations and expectations of students whilst studying at AA, with respect to personal and professional conduct. student must familiarise themselves with the Code of Conduct and ensure it is followed at all times.

8.1.2 **Students found to be in breach of the Code may be subject to a range of disciplinary measures as outlined in Aviation Australia's Student Conduct Management Policy.** Where AA has identified any illegal activity, it is obligated to report this to the appropriate authority.

8.2 Health & Safety

Safety First Commitment

At AA, safety is our highest priority and a shared responsibility. All students are expected to uphold a proactive "Safety First" mindset in every aspect of their training and conduct. This commitment aligns with the rigorous standards of the global aviation industry and is essential to fostering a culture of professionalism, accountability, and operational excellence. Student are expected to:

8.2.1 Abide by work health and safety guidelines and implement safe working principles in all activities whilst on campus (including reporting any unsafe equipment).

8.2.2 Utilise the "Take 5" risk assessment tool before commencing any task. This includes:

- Stop and think about the task.
- Look for hazards.
- Assess the risk.
- Control the risk.
- Proceed only when it is safe to do so.

8.2.3 Park only in advised student parking areas, per each AA campus, and refrain from parking in visitor or staff car parks.

8.2.4 Cooperate in providing a safe place of study and work and take accident prevention and working safely as a collective and individual responsibility.

8.2.5 At no time leave belongings in public spaces on campus.

8.2.6 Always adhere to drug and alcohol policies. Students are not to attend training or participate in any learning activity whilst under the effect of alcohol, prescription drugs or, other illicit substances.

8.2.7 Smoking and vaping are strictly prohibited on all AA campuses. These activities may only be undertaken during designated break periods and must not occur during any scheduled training sessions or instructional time.

8.2.8 Be advised that CASA at any point in time may attend an AA campus with a CAR30 to request or mandate third party testing for drugs and alcohol.

8.3 General Obligations

Students are expected to:

8.3.1 Act with integrity, to ensure that all academic work is conducted ethically and safely.

8.3.2 Observe standards of equity and respect in all dealings with fellow student's, AA staff and visitors.

8.3.3 Adhere to all warnings and signage, including verbal and written instructions given by any member of AA staff.

8.3.4 Use and care for AA resources in a lawful, safe and appropriate manner.

8.3.5 Identify themselves truthfully when required to do so, ensure their Student ID is visible at all times and produce their Student ID card on the request of an AA staff member. If a Student ID is lost or damaged, the student must organise a replacement immediately at their own expense.

8.3.6 Observe and obey State and Commonwealth Governments of Australia laws, as well as directives from Federal / State Police and Brisbane Airport Corporation (BAC) employees.

8.3.7 Be aware of AA's policies and procedures that directly affect them (available on the Learning Management System and AA website).

8.3.8 Eating is not permitted in training environments, including classrooms and practical areas. Water and drinks with secure lids are allowed unless signage states otherwise. Any spills must be cleaned up by the person responsible. Designated areas around campus are available for eating and food preparation during break times.

8.3.9 Keep contact details up to date and regularly check emails sent by AA to the provided email address. Ensure contact details are always up to date, and that they regularly read all emails sent to the provided email addresses by AA.

8.4 International Students

8.4.1 Adhere to any visa requirements that may be relevant to their study, including (but not limited too) the following:

- You cannot work more than 48 hours per fortnight when course is in session.
- You must remain enrolled in a registered course.
- Keep passport & visa documents valid, extend your visa before expiry.
- You must maintain an Overseas Student Health Cover (OSHC) policy.
- You must continue to meet your visa requirements.
- You must continue to have financial capacity to support your study and living whilst studying in Australia.
- Anyone under 18 years of age must have their accommodation, support, and welfare arrangements approved by AA, and must not change these arrangements without prior approval.
- Advise AA of any changes within seven (7) days, including a change in your personal details (such as address, phone, email).

8.5 Equity and Respect

Students are expected to:

8.5.1 Always interact with others in a respectful, courteous, and considerate manner, demonstrating this through your words, actions, and responses.

8.5.2 Respect the rights of others and not engage in any form of:

- **Discrimination** – treating someone unfairly or less favourably because of characteristics such as gender, race, age, disability, sexual orientation, religion, or cultural background.
- **Bullying** – repeated, unreasonable behaviour directed at an individual or group that creates a risk to health and safety. This includes verbal abuse, social exclusion, spreading rumours, or cyberbullying.

- **Harassment** – unwanted, unwelcome, or uninvited behaviour that makes a person feel humiliated, intimidated, or offended. This can be sexual, verbal, physical, or psychological in nature.
- **Vilification** – public acts that incite hatred, serious contempt, or severe ridicule of a person or group based on attributes such as race, religion, sexuality, or gender identity.

8.5.3 Not engage in behaviour that is perceived to be threatening, intimidating or causes any person to fear for their personal safety or well-being.

8.6 Professional Behaviour in the Learning Environment

8.6.1 Students are expected to maintain professional conduct at all times.

8.6.2 Behaviour that disrupts, distracts from, or interferes with teaching, learning, or the participation of others is not acceptable. Examples of such behaviour include, but are not limited to:

- Shouting or speaking in a disruptive manner;
- Sleeping or appearing disengaged during class;
- Speaking while the instructor is delivering content;
- Using mobile phones or other devices inappropriately during class;
- Refusing to participate in group work or class activities;
- Displaying aggressive, loud, or confrontational behaviour;
- Ignoring instructions or refusing to follow reasonable directions from staff;
- Using inappropriate language or gestures.

8.7 Academic

Students are expected to understand that:

8.7.1 AA is an adult learning environment, and accept responsibility for their own learning and progression. This includes accessing information related to their enrolment and training through methods such as email, SMS, Learning Management System and AA website.

8.7.2 Familiarise themselves with the resources available to assist in conducting their studies, including but not limited to:

- Learning Management System student resources
- Study Smarter Series
- Academic Success Plans

8.7.3 Ensure they meet all course requirements including maintain course fees, course attendance and course progress expectations, as documented in relevant policies, handbooks, confirmation of course enrolment documentation.

8.7.4 Actively participate in all classroom/practical training activities and learning processes – which includes attending all scheduled course activities/classes, sitting scheduled examinations, and submitting assessment tasks on time.

8.7.5 Not engage in assessment misconduct. Assessment misconduct includes, but is not limited to:

- Submitting assessment that has been obtained, wholly or in part, from;
    a. a commercial service;
    b. another person;
    c. artificial intelligence tool, algorithm, or computer generator.

    It is a breach of academic integrity to engage in conduct that supports the above.

- Cheating in an exam, which includes but is not limited to:
    d. Bringing unauthorised materials (e.g. notes, mobile phones, smart devices) into the exam room.
    e. Using hidden aids or technology to access information during the exam.
    f. Communicating with other students during the exam, either verbally or non-verbally.
    g. Copying from another student's paper or allowing another student to copy from yours.
    h. Attempting to impersonate another student or arranging for someone else to sit the exam on your behalf.
    i. Accessing exam questions before the scheduled time or sharing them with others afterwards.
    j. Failing to follow exam instructions or the directions of invigilators.

8.8   Use of Personal Electronic Devices During Training

8.8.1 Unless explicitly authorised by the instructor, the use of mobile phones in the classroom during training or in the practical training environment is prohibited. Examples of practical training environment include, but are not limited to:

- Hangar and workshop areas
- Aerodrome tarmac area
- Aircraft flight deck or simulator
- Operation of Remotely Piloted Aircraft System (RPAS)
- Operation of rafts, slides or in pool area during cabin crew training

8.8.2 The use of personal listening devices (e.g. ear pods, AirPods, headphones) is prohibited in the classroom or practical training environment.

Exceptions may apply where a student has an approved Academic Success Plan developed by AA's Student Support Services that permits the use of a listening device as a reasonable adjustment.

8.8.3 Study materials are to be accessed in the classroom or, where approved, the practical training environment via a laptop or tablet. Mobile phones are not to be used for this purpose.

8.8.4 Taking an/or uploading of any videos or photos from any classroom or training environment is prohibited, unless prior **written** approval is obtained from AA. This does not include taking a photo (selfies, group photo, family photo) where the capture of AA facilities is incidental.

8.9   Online Delivery/Remote Access

8.9.1 Only via approved AA programs and channels.

8.9.2 Technology and platform use:

- Students are to ensure that laptop is fully charged, have access to power outlet.
- Stable internet connection.
- Appropriate device, laptop or tablet.
- Working audio, camera and earphones/headset.
- Camera is on during online class.
- Dress neat and professional.
- Confirm your local time zone for all scheduled sessions.
- Join 5 mins prior to session beginning to test audio, video and internet.
- Use appropriate platform applications; Raised hand, Chat and Emoji Reactions.
- Session are recorded for quality and training purposes.
- Students must not record or screen shot without permission.
- Avoid multitasking (texting, off screen conversations)
- Mute at all times, unless directed otherwise.
- Education relevant Chat use only.
- Keep background appropriate, Blur.

8.10   Prayer Room Conduct Management

8.10.1   The multi-faith prayer room is a dedicated, inclusive space available to all staff and student for the purpose of spiritual prayer and faith practices, regardless of religious or cultural background.

8.10.2   Student are permitted to access designated personal prayer or reflection spaces on campus.

8.10.3   These spaces must be used respectfully and solely for the purpose of quiet reflection or prayer.

8.10.4   Student must respect the diverse religious and cultural needs of others using the space.

8.10.5   No form of proselytising or exclusive occupation is permitted.

8.10.6 Misuse of the prayer space, may result in disciplinary action in line with the Student Conduct Policy. Misuse includes, but is not limited to:

- sleeping
- taking phone calls
- holding social gatherings
- conducting meetings
- or using the room as a personal relaxation or chill-out space.

8.10.7 Students seeking a quiet area to support emotional regulation should consult with the Student Wellbeing Coordinator in the Wellbeing Wing, who can assist in identifying an appropriate alternative space.

8.11 Student Complaints and Feedback

8.11.1 If a student has a classroom concern or feels they have been treated unfairly they are to first discuss the matter directly with their instructor. Most issues can be resolved quickly at this level.

8.11.2 If the issue remains the student should request a meeting with the relevant Campus Technical Training Manager to seek further resolution.

8.11.3 If the student is not satisfied with the outcome after meeting with the Campus Technical Training Manager, they may submit a formal complaint or feedback using the Customer Feedback Form. This step should only be taken after the first two avenues have been explored.

8.12 AA's Responsibilities

8.12.1 AA has a responsibility to ensure:

- A safe place of work for staff and students, safe systems of work and safe tools and equipment.
- Students are treated with courtesy and respect, treated equitably, fairly, impartially and free from all forms of unlawful discrimination and harassment.
- Students have reasonable access to support services if experiencing personal, academic or disability related difficulties.
- Students have reasonable access to their personal and academic records.
- Student's personal information is treated confidentially, protected against unauthorised access, and provided to third parties only when permitted or required by law.
- Students can lodge a complaint or appeal without fear of victimisation and with assurance that the matter will be treated seriously and sensitively, having due regard to procedural fairness and confidentiality.

8.13 Breaches of the Code

8.13.1 Students found to be in breach of the Student Code of Conduct may be subject to a range of disciplinary measures as outlined in AA's Student Conduct Management Policy.

8.13.2 Any illegal activity is reported to the appropriate authority.

9. Records

9.1 Records of communication with a student including meetings, emails or phone calls must be maintained in the Student Management System (WISENET).

9.2 The use of the Record of Conversation is used

10. Flowchart

10.1 N/A