

POL017 Code of Conduct - Students	S 2.1	V1	1 July 2025	1
-----------------------------------	-------	----	-------------	----------

Code Of Conduct

This Code of Conduct (“the Code”) applies to all students of International Teacher Training Academy (Australia) (ITTA). The Code operates in conjunction with ITTA policies and procedures that set minimum standards of behaviour and conduct, including the Code of Practice, and must be complied with at all times.

This Code applies to all students enrolled with ITTA, regardless of mode of study, course, or location.

Purpose

ITTA recognises the importance of a learning environment that actively promotes best practice. The purpose of this Code is to outline the standards of behaviour and conduct expected of students in their interactions with ITTA staff, other students, employers (where applicable), industry partners, and members of the public.

ITTA expects all students to comply with the standards set out in this Code. Compliance is a condition of enrolment. Failure to comply may result cancellation of enrolment.

The code requirements – All students

All students are expected to demonstrate high standards of ethical behaviour, integrity, and professionalism throughout their engagement with ITTA. This Code outlines ITTA’s fundamental values and behavioural expectations. While not exhaustive, it summarises key principles and policies that support a safe, respectful, and professional learning environment and applies to all students.

As representatives of ITTA, students are expected to conduct themselves in a professional, respectful, and courteous manner at all times. This includes behaviour during training and assessment activities, work placement (where applicable), online learning environments, and in any situation where the student may reasonably be perceived as representing ITTA.

- a) Maintain punctuality and attend all scheduled training and assessment activities. If a student is unable to attend or expects to be late, they must notify ITTA as soon as practicable in accordance with attendance and communication requirements.
- b) Use scheduled training and assessment time appropriately for learning purposes. Students must not use ITTA time, resources, or facilities for personal or commercial gain without prior approval. If a student is required to leave training early for personal reasons, ITTA must be notified in advance where possible.
- c) Students are expected to use social media responsibly and must not post or share content that could damage ITTA’s reputation, breach confidentiality, harass or discriminate against others, or undermine the integrity of ITTA’s training and assessment processes.
- d) Observe all ITTA health, safety and wellbeing policies and procedures. Students must cooperate with any safety initiatives, training, and instructions provided by ITTA to ensure a safe learning environment for all participants.
- e) Be truthful and accurate in all interactions with ITTA staff, fellow students, and external stakeholders. Students must not make false or misleading statements, omit relevant information, or falsify records, documents, or evidence related to training and assessment.

- f) Refrain from behaviour that may cause unreasonable offence, distress, or embarrassment to others. Students must avoid conduct that could reasonably be perceived as improper, biased, or discriminatory.
- g) Students must not make unauthorised statements to the media or public about ITTA or its activities. All media enquiries must be referred to the Director.
- h) Students must not use inappropriate, offensive, or abusive language in any ITTA setting, including during training sessions, online learning, communications, or during placement activities.
- i) Students must not smoke during training or assessment sessions unless it is during authorised breaks and in designated smoking areas.
- j) If a student believes they have a conflict of interest, or may be perceived to have one, they must discuss it with the Director or a nominated ITTA representative.
- k) Students must only use information gained through ITTA for learning and assessment purposes. Students must not disclose confidential or personal information about ITTA, staff, other students, or industry partners without appropriate authorisation. Confidential information must be handled and stored securely at all times.

Breaches of this Code

A breach of this Code may result in disciplinary action, which may include cancellation of enrolment or withdrawal from the course.

ITTA reserves the right to vary, replace or terminate this Code from time to time.