

Centre for Professional Learning & Development (RTO 88148)

Code of Conduct & Practice

Purpose:

The aim of this Code of Conduct & Practice is to ensure that the Centre for Professional Learning and Education | CPLE (RTO 88148) advocates for learning, training and assessment practices that promote positive outcomes for all who engage in its services. This code is to guide the practices and conduct of RTO staff and learners who work alongside one another for the sake of mutual benefit and the reaching of shared goals.

Rights and Responsibilities of CPLE Staff:

CPLE staff have a right to:

- Expect the co-operation of learners,
- Expect that they will be able to teach and assess in an orderly and co-operative environment,
- Expect the support of other staff in the administration of fulfilling their professional duties,
- Have access to the required training and assessment materials as stipulated in the CPLE Training and Assessment Strategies for each course.

CPLE staff have a responsibility to:

- Take care of learners under their supervision with the aim of ensuring their safety and welfare insofar as is reasonably practicable,
- Implement training and assessment practices in line with RTO policy, procedure as well as the requirements as stipulated within the Standards for Registered Training Organisations (SRT0) 2015,
- Respect confidential information relating to learners gained in the course of professional practice, unless the wellbeing of an individual or a legal imperative requires disclosure,
- Uphold the reputation and standing of the profession; act with honesty and integrity in all aspects of their work; and avoid direct conflict between their private interests and their professional work,
- Respect learners, colleagues, and co-professionals; and interact with them in a way that respects individual differences and cultural or ethnic diversity,

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
Policy	RTO-PRG-POL-015	1.0	10/02/2023	10/02/2025	1 of 5

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- Maintain flexibility in their approach to all aspects of training and assessment in line with the legal requirements that guide Vocational Education and Training in Australia,
- Appreciate the unique and privileged relationships that exist between trainers and learners; and conduct these relationships in a way that is professional, respectful, and appropriate,
- Provide complete and accurate information and authentic documents within all aspects of the job role,
- Not enter any transaction or become engaged in any other situation, which may result in a conflict of interest with the RTO,
- Be familiar with policies and procedures relevant to activities undertaken,
- Ensure professional development opportunities are identified and sought,
- Report to the RTO Manager or other appropriate authorities any breaches of this Code of Conduct & Practice or any other unlawful activities of which he or she may become aware of.

Rights and Responsibilities of CPLE Learners:

Learners have a right to

- Be treated fairly and with respect by all learners and CPLE staff,
- Not be harassed, victimized, or discriminated against on any basis,
- Learn in a supportive environment which is free from harassment, discrimination, and victimization,
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimized,
- Have their personal details and records kept private and secure according to Communities at Work Privacy Policy,
- Access the information CPLE holds about them,
- Have their complaints dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions,
- Receive training, assessment and support services that meet their individual needs,
- Be given clear and accurate information about their course, training and assessment arrangements and their progress,
- Access the support they need to effectively participate in their training program.
- Provide feedback to CPLE on the services, training, assessment, and support services they receive.

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
Policy	RTO-PRG-POL-015	1.0	10/02/2023	10/02/2025	2 of 5

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Learners have a responsibility to

- Be responsible and accountable for their own behaviour and conduct,
- Conduct themselves regarding the rights and welfare of other learners and CPLE Staff
- Treat CPLE staff and other learners with mutual respect,
- Behave in a responsible manner and refrain from:
 - Harassing or bullying behaviour,
 - Direct or indirect discrimination towards others based on their race, religion, sex, disability or any other personal attribute and characteristic,
 - Sexual harassment,
 - Derogatory comments and slander,
 - Smoking in training areas,
 - Using mobile phones during classes,
 - Swearing,
 - Disruptive behaviour during classes,
- Be punctual and attend all scheduled classes,
- Actively participate in scheduled classes and learning provisions set by CPLE,
- Submit assessment tasks by the due date,
- Prepare appropriately for all assessment tasks, visits and training sessions,
- Progress steadily through their course in line with their training plan,
- Refrain from all forms of plagiarism, cheating and collusion,
- Communicate to relevant CPLE staff, as soon as possible, when an illness or personal problem affects academic progress and performance in an enrolled unit,
- Observe WHS procedures at all times and report any identified hazards
- Observe the right to privacy and confidentiality of fellow learners
- Comply with all other matters as outlined in CPLE Student Handbook and Terms and Conditions for Enrolment and Re-enrolment.

If any party breaches the expected rights and responsibilities as outlined in this Code of Conduct & Practice, CPLE will be required to take disciplinary action to rectify and/or manage the behaviour

- In all situations and circumstances, the breeching party will be given due time and opportunity to respond to any concerns about their conduct or failure to meet the expectations set upon them.
- Incidents of plagiarism, cheating and collusion will not be tolerated and will be dealt with according to the Plagiarism Misconduct Policy and Procedure

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
Policy	RTO-PRG-POL-015	1.0	10/02/2023	10/02/2025	3 of 5

MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED

- Breaching parties have the right to make an appeal of any decision made under the CPLE Complaints Handling and Appeals Policies and Procedures

For further information or clarification surrounding the CPLE Code of Conduct and Practice, please forward enquiries to the RTO Manager | Centre of Professional Learning and Education RTO (88148) **P:** 02 6293 6220 **E:** cple@commsatwork.org.au

Related Documents:

1. Training and Assessment Policy
2. Training and Assessment Procedure
3. Student Handbook
4. Complaints Handling Policy
5. Complaints Handling Procedure
6. Appeals Policy and Procedure
7. Plagiarism Misconduct Policy and Procedure
8. Privacy Policy

References:

1. National Register of VET (<https://training.gov.au/>)
2. Australian Skills Quality Authority (ASQA)

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
Policy	RTO-PRG-POL-015	1.0	10/02/2023	10/02/2025	4 of 5

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Review Specifications:

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Chloe Brewer	Chloe Brewer	1.0	Text
VERSION HISTORY			
Version:	Date of Effect:	Brief Summary of Change:	
1.0	17.07.2018	Initial Document	
1.0	10.02.2023	Reviewed – no changes	

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
Policy	RTO-PRG-POL-015	1.0	10/02/2023	10/02/2025	5 of 5

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