



Student Code of Conduct

Evolution Hospitality Institute has developed this Student Code of Conduct to address and establish our commitment to the maintenance of high standards in the provision of vocational education and training and our operations in accordance with the principles and standards of the VET Quality Framework (VQF) and CRICOS requirements.

The Student Code of Conduct

(from Student Handbook version April 2012)

As a student of Evolution, you will be expected to comply with this code of conduct at all times. The Disciplinary procedure is clearly outlined and misbehaviour will not be tolerated.

Expected behaviour

- *Participate in all assessment tasks as scheduled, honestly and to the best of your ability;*
- *Follow normal safety practices and act in a safe manner that does not place you or others at risk*
- *Treat staff and fellow students with respect and fairness. This includes but is not limited to:*
- *Follow reasonable directions from a member of staff;*

Dress Code

*A high standard of dress is expected of all students. This allows students to familiarise themselves with the correct type of attire suitable for a professional environment and uphold the student and Evolution Institute image for prospective employers. During Practical classes (in the kitchen) students must wear their full chef uniform with closed toe black shoes. **AT ALL OTHER TIMES** students are required to wear a white collared shirt, black trousers or skirt and black enclosed shoes. Any breaches of dress code may result in the student sent out of class.*

Personal Hygiene

*It is of the utmost importance that everyone observes this policy. The hospitality industry expects an above average display of personal hygiene. It is also part of compliance issues that surround food laws in Australia. Therefore, it is expected of you as a student studying with Evolution Hospitality Institute that you observe the following on a **DAILY** basis:*

- *All students are required to shower or bath on a daily basis.*
- *Uniforms must be clean and pressed (ironed) with **NO EXCEPTIONS**.*
- *Hair is to be clean and no longer than shoulder length when in the kitchen. Hair that is longer must be tied up and bundled underneath your chef cap/hat with a hairnet to secure it.*

- *Fingernails are to be reasonable length, clean and free from nail polish, stencils or clear varnish.*
- *Oral hygiene must be observed each day so brush your teeth daily.*
- *All footwear must also be clean and in good repair.*

Failure to observe the above policy may result in students being asked to leave the premises so as to adjust their appearance/personal hygiene in order to comply with the Institutes requests.

Drugs and Alcohol

*Evolution Hospitality Institute is a drug and alcohol free environment. To ensure the integrity of Evolution Hospitality Institute , the consumption, use, sale or distribution of alcohol and/or prohibited drugs by any client on Evolution Hospitality Institute premises is strictly forbidden at all times. Any client who is affected by the use of drugs and/or alcohol whilst attending training is in breach of Evolution Hospitality Institute policy and guidelines and is subject to severe disciplinary action. This can include suspension, expulsion, or any other penalty appropriate under the circumstances. Smoking is not permitted on **ANY** Evolution campuses including outdoor areas.*

Plagiarism

Plagiarism is defined by attempting to pass off an idea or creation of another person's work as your own. Material can come from written, electronic or graphic sources (including the internet) and be presented in written form, orally, graphically or visually. You must reference other people's work and explain how it relates to and supports your own work. You must never submit another student's work as your own. You will be required to sign plagiarism declarations with each assessment or piece of evidence throughout your course. Most often plagiarism is the result of poor study and note-taking methods. Remember to write down the exact references for all the material that you use as you take your notes.

Evolution Hospitality regards the following as cheating:

- *Copying or using another student's work during a test, including food during a practical test*
- *Copying any section of another student's assignment work*
- *Allowing another student access to one's assignment work for the purpose of copying content*
- *Using (without adequate attribution) content from any printed material or website*

*Students found cheating or guilty of plagiarism on any form of assessment will be deemed Not Yet Competent for the relevant Unit of Competence. The student will then need to sit a reassessment at their own cost. Repeat offenders will need to re-enrol and repeat the entire unit in question on payment of applicable fees. Remember that plagiarism is punishable by **failure of the unit** and it may lead to **expulsion** from the Institute in cases of repeat plagiarism offences.*

Unacceptable behaviour

The following are examples of unacceptable behaviour which may trigger disciplinary action against you. These include but are not limited to:

- *behaving in any way that may offend, embarrass or threaten others;*
- *harassing fellow students or staff by for example using offensive language or making unwanted sexual advances;*
- *Lack of personal hygiene*
- *Acting in an unsafe manner that places you or others at risk*

- Continued absence at required times
- Continuous interruptions to the trainer whilst delivering the course content
- Refusing to participate when required in group activities
- Inappropriate use of college equipment
- Sexual harassment, including viewing of sexually explicit material)
- Being disrespectful to other participants, staff or the public
- Smoking in non-smoking areas or in uniform
- damaging, stealing, modifying or misusing property or facilities;
- being under the influence of alcohol or illegal drugs
- or other objectionable behaviour

Disciplinary Procedure

If you do not comply with any of Evolutions Codes of Conduct or Policies, or do not fulfil your responsibilities, you will go through a disciplinary procedure.

1. Disciplinary action against you will first be acted upon at the level of the member of Institute staff. Prior to the decision to impose any penalty, a staff member shall discuss the matter with you and any other students involved and afford you the opportunity to explain your conduct. Any incident will be put in writing and noted on your student file.

2. As part of our disciplinary procedure, you may

- be removed from class
- be temporarily suspended from class
- receive a behaviour warning letter
- In serious cases you may be suspended or terminated
- You may be removed from your work experience host workplace, and be eligible to pay the 're-placement' cost (see 'Reassessment procedure' in this handbook)

3. Unacceptable behaviour will not be tolerated and, if a second episode occurs, then you may be asked to leave the course. Continued or very serious breaches may result dismissal from the institute. Any illegal misconduct will be reported to police immediately.

If your action is serious enough to carry the penalty of suspension or termination, you will be notified in writing of the specific charges against you, which may justify suspension or dismissal from institute, and will request that you appeal for a hearing (time and date specified) at which you may defend yourself and/or give reasons for your actions.

If you or other people involved require counselling, a counsellor will be assigned (from staff or the Student Welfare Officer) to the case

If you dispute the action taken by any staff members, or do not agree with the final outcome, you may follow the Student Complaint Procedures.

Apprentices, Trainees & Government funded programs

Evolution Hospitality Institute may accept Apprentices and Trainees from Group Training Organizations. These clients study as students but may have slightly different needs and processing requirements than International Students. Information and procedures will be included as needed.