

Student Code of Conduct Policy

Policy Code: PAX-S05

Version Number: 2.0

Person Responsible for Implementation: Administration Manager, Compliance Manager, Chief Executive Officer

Effective Date: 15 April 2026

Relevant Standards and Legislation

- Outcome Standards for NVR Registered Training Organisations 2025:
 - Standard 2.5 — Diversity and inclusion
 - Standard 2.6 — Student wellbeing
 - Standard 2.7 — Feedback and complaints
 - Standard 2.8 — Appeals
 - Standard 4.1 — Integrity and accountability
- National Code of Practice for Providers of Education and Training to Overseas Students 2018:
 - Standard 8.9 — Course progress requirements for VET (including academic integrity and misconduct processes)
 - Standard 9 — Deferring, suspending or cancelling the overseas student's enrolment
- Education Services for Overseas Students Act 2000 (Cth)
- Equal Opportunity Act 2010 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Racial Discrimination Act 1975 (Cth) — including Section 18C, which prohibits racial hatred and vilification
- Sex Discrimination Act 1984 (Cth)
- Age Discrimination Act 2004 (Cth)
- Privacy Act 1988 (Cth)
- Occupational Health and Safety Act 2004 (Vic)

Purpose

This policy explains how we expect all PAX Institute students to behave. It helps keep PAX a safe, respectful, and welcoming place where everyone can study without disruption, harassment, or unfair treatment.

The policy covers your behaviour in all PAX learning environments. This includes classrooms, training facilities, work placements, and online platforms. It explains a clear, fair process for dealing with behaviour problems. The response will always match how serious the problem is.

PAX is committed to academic integrity. This means all students must submit honest, genuine work. This policy explains the rules for honesty in your studies and what happens if those rules are not followed.

Scope

This policy applies to all students enrolled at PAX Institute. This includes domestic and international students, full-time and part-time students, and students studying in any mode (face-to-face, blended, online, or work-based). It applies at all PAX campuses, training facilities, work placement sites, online platforms, and anywhere else you represent PAX.

This policy applies to everything you do as a PAX student. This includes classes, assessments, practical sessions, work placements, orientation, student events, and any communication by PAX email, social media, or other channels where you are representing PAX.

Definitions

- **Student:** Anyone enrolled in a course at PAX Institute, whether domestic or international, full-time or part-time.
- **Code of Conduct:** The rules about how you must behave at PAX. This covers general behaviour, academic work, and professional conduct.
- **Minor Breach:** A small or first-time rule break that did not cause serious harm. It can usually be resolved with a conversation and a warning.
- **Serious Breach:** A rule break that seriously disrupts the learning environment, harms someone, is deliberate, or has happened again after warnings.
- **Major Breach:** A very serious rule break. This includes violence, fraud, or anything that puts someone's safety at serious risk. Immediate action may be taken.
- **Academic Misconduct:** Dishonest behaviour in your studies. This includes cheating, plagiarism, collusion, contract cheating, and using AI without proper disclosure.
- **Bullying:** Repeated behaviour that is unreasonable and causes harm to a student or staff member. Bullying can happen in person or online.
- **Harassment:** Unwanted behaviour that targets someone because of who they are — for example, their race, religion, gender, disability, or age — and that offends, humiliates, or intimidates them. This includes antisemitism (targeting someone because they are Jewish) and Islamophobia (targeting someone because they are Muslim).
- **Discrimination:** Treating someone unfairly because of who they are — including their race, religion, sex, gender identity, disability, age, pregnancy, or other personal characteristic. Vilifying or humiliating someone because of their race or religion is also illegal under Australian law and will be treated as a serious breach.
- **Suspension from Class:** A temporary ban from attending classes or accessing campus. This is ordered by the Administration Manager or CEO while a problem is being investigated, or as a consequence.
- **Re-enrolment in a Unit:** When a student must repeat an entire unit because they did not demonstrate competency, or because their assessment was found to be dishonest. Fees may apply under the PAX Fees and Refunds Policy.
- **Extension:** Extra time to submit an assessment. This is approved when a student needs more time and has not yet submitted. If the extension makes your course longer, fees may apply under the PAX Fees and Refunds Policy.

- **Cancellation of Enrolment:** When PAX cancels your enrolment because of a major rule break, or because you did not fix a serious rule break after going through the full conduct process.
- **Natural Justice:** Your right to a fair process. This means: you have the right to be told exactly what you are accused of; the right to tell your side of the story before any decision is made; and the right to have your case decided by someone who was not involved in the incident.
- **PRISMS:** A government computer system that PAX uses to report changes to international students' enrolment status to the Department of Home Affairs.
- **ITR:** Intention to Report — a formal written notice sent to an international student when PAX intends to report unsatisfactory course progress or attendance to the Department of Home Affairs via PRISMS.

Policy Statements

1. Core Conduct Obligations

PAX expects all students to be honest, respectful, and considerate at all times. The following principles apply to everything in this policy.

1.1 Respect and Inclusion

You must treat all students, staff, trainers, assessors, work placement supervisors, and visitors with courtesy and respect. This applies regardless of their background, personal characteristics, or opinions. PAX has zero tolerance for racism, antisemitism, Islamophobia, racial or religious vilification, discrimination, harassment, and bullying. This includes: targeting someone because they are Jewish (antisemitism); targeting someone because they are Muslim (Islamophobia); vilifying or humiliating someone because of their race, ethnicity, or religion; or any other conduct that makes the environment intimidating, hostile, or offensive.

You are expected to contribute to an inclusive learning environment that values cultural diversity and supports all learners. See PAX-S02 Diversity and Inclusion Policy.

1.2 Honesty and Integrity

You must be honest in all dealings with PAX. This includes your enrolment application, assessment submissions, communications with staff, and any documents you provide. Do not give false or misleading information to PAX or to host employers during work placements.

1.3 Compliance with Policies and Directions

You must read and follow all PAX policies, procedures, and guidelines that apply to your enrolment. You must follow reasonable instructions from trainers, assessors, academic officers, admin staff, and management.

1.4 Care of Property and Facilities

Take care of PAX facilities, equipment, and the property of others. Do not damage, misuse, steal, or interfere with PAX property or the property of students, staff, or host employers.

2. Attendance and Course Participation

Regular attendance and active participation are essential to your learning. You must attend all scheduled classes, practical sessions, tutorials, and work placement shifts as shown in your timetable.

2.1 Attendance Obligations

- Attend all training sessions on time. Stay for the full session unless your Academic Officer has given you prior approval to leave early.
- If you cannot attend a session, tell your Academic Officer or the Admin team as soon as possible — ideally before the session starts.
- PAX monitors your attendance as part of your course progress. For international students, this is a legal requirement under the ESOS Act and National Code 2018.
- If you are regularly absent without a good reason, you may be referred to the student support process under PAX-S04.

2.2 Participation and Engagement

- Take part actively in all learning activities. This includes group work, discussions, practical tasks, simulations, and assessments.
- Do not disrupt other students. This includes disruptive behaviour, using devices without permission, and having side conversations that distract others.
- Put your phone on silent during class. Do not use your phone or other devices for personal use during sessions unless your trainer says it is okay.

2.3 Work-Based Training Obligations

If your course includes work-based training (WBT), you must follow the host employer's rules as well as PAX's rules. During WBT, you represent both PAX Institute and yourself as a future industry professional.

- Attend all your WBT shifts. If you cannot attend, tell both the host employer and the PAX WBT Coordinator as soon as possible.
- Behave professionally at the host workplace at all times. Treat all staff, customers, and colleagues with respect.
- Complete all logbooks, records, and reporting requirements for your WBT as directed by your WBT Coordinator.
- If a host employer reports a conduct problem involving you to PAX, it will be managed under this policy.

3. Academic Conduct and Academic Integrity

PAX is committed to honest, fair assessment. The value of your qualification depends on your work being genuine and your own. All students must submit work that truly reflects their own skills and knowledge.

3.1 Assessment Submissions

- Your assessment work must be your own original work. In group assessments, your individual contribution must still be clearly identifiable.
- Submit your assessments by the due date shown in your timetable or course materials, or by any approved extension date.

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- You must complete the authenticity declaration honestly every time you submit an assessment. By submitting, you are confirming the work is your own and was completed following the assessment requirements.
- Keep evidence of your work. This includes notes, drafts, references, and any AI interaction records required under PAX-T09. You may be asked to show this evidence at any time.
- **Important:** If you believe your submitted assessment contains an error or an omission in your declaration (for example, you forgot to disclose AI tool use), contact your Academic Officer immediately. Acting promptly and in good faith will be taken into account.

3.2 Academic Integrity Obligations

You must follow PAX-T09 Artificial Intelligence and Academic Integrity Policy. The following behaviour is not allowed:

- **Plagiarism:** submitting someone else's work, ideas, or words as your own without acknowledging where it came from.
- **Collusion:** working with another student to produce an assessment that is supposed to be done individually, or sharing your answers with another student.
- **Contract cheating:** paying or asking someone else to complete your assessment for you, whether paid or unpaid.
- **Fabrication:** making up or falsifying data, results, references, workplace records, or any other information in an assessment.
- **Impersonation:** having someone else do an assessment or activity in your place.
- **AI-assisted plagiarism (Undisclosed AI use):** using AI tools such as ChatGPT, Gemini, or Copilot to write your assessment and submitting it as your own work without disclosure, or submitting work that is mostly or entirely AI-generated. This is treated as plagiarism. See PAX-T09 for the rules on what you must disclose and how to disclose it.
- **Cheating in supervised assessments:** using unauthorised materials, talking to others, or doing anything else that is not allowed during a supervised or invigilated assessment.

If PAX suspects your work is dishonest, we may ask you to answer questions about it verbally or to redo the assessment in a supervised setting. If you refuse to participate, this will be treated as evidence of misconduct.

3.3 Referencing and AI Disclosure

You must reference all sources you used in your assessment as instructed by your trainer. If you used AI tools in your work, you must disclose how and to what extent you used them, as required by PAX-T09.

4. Campus and Facility-Specific Conduct

PAX provides training in different environments, each with specific safety and conduct rules. You must follow the rules for each environment in addition to the general rules in this policy.

4.1 General Campus Conduct

- Do not smoke anywhere on PAX campus or in designated smoke-free areas.
- You must not drink alcohol or use illegal substances on campus or at any PAX activity.

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- Do not bring weapons, dangerous items, or any illegal substances onto campus.
- Keep PAX facilities clean and tidy. Follow all waste disposal and recycling procedures.
- Show your student ID card to PAX staff when asked.
- Follow all emergency procedures, evacuation drills, and health and safety directions from staff.

4.2 Training Kitchen and Hospitality Facilities

If your course involves the commercial training kitchen, you must follow all food safety, hygiene, and health and safety requirements. These are real professional standards used in the industry.

- Wear your prescribed uniform and any required personal protective equipment (PPE) to every kitchen practical session. You will be told what to wear at enrolment and during orientation.
- Maintain high standards of personal hygiene. This includes clean hands, covered hair, and appropriate footwear before entering the kitchen.
- Do not handle food if you are sick, have an open wound, or have any condition that could affect food safety. Tell your trainer immediately if this applies to you.
- Only use kitchen equipment after you have been trained and authorised by your trainer. Always handle equipment safely.
- Clean your workstation and all equipment after each session to the standard your trainer requires.
- Report any accident, near-miss, or equipment problem to your trainer immediately and complete the required incident report.

4.3 Automotive Workshop

The automotive workshop is a high-risk environment. You must strictly follow all safety rules at all times. If you do not follow safety directions, you may be removed from the workshop immediately and will be marked absent for that session.

- Wear all required PPE, including safety footwear, safety glasses, and any other PPE required for the task.
- Do not operate any equipment, vehicle lift, or tool unless you have been trained and authorised by your trainer.
- Follow all safe work procedures, including lockout/tagout procedures. Never take shortcuts with safety.
- Keep the workshop clean and tidy. Return all tools and equipment to their storage areas after use. Dispose of materials (oils, chemicals, parts) correctly following safety and environmental rules.
- Report any accident, near-miss, injury, or equipment damage to your trainer immediately.

4.4 Online and LMS Conduct

When using PAX's Learning Management System (LMS) or any online learning platform, behave professionally and respectfully.

- Use only your own login details. Do not share your login with others or access another student's account.
- Do not submit assessments or complete LMS activities using another student's account or on behalf of another student.

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- All communication on discussion boards, group forums, or digital tools must be respectful, relevant, and professional.
- Do not post content that is offensive, discriminatory, harassing, or that violates copyright or privacy.

5. Communication and Social Media Conduct

How you communicate — in person, by email, or on social media — reflects on you and on PAX Institute. All communication in a PAX context must be professional and respectful.

5.1 Communication with Staff and Students

- All communication with PAX staff — including emails and in-person conversations — must be polite and professional.
- Do not use abusive, threatening, discriminatory, or demeaning language toward anyone, in any form of communication.
- Use your PAX-provided or registered contact details for official communication. Respond to messages from PAX staff within a reasonable time.

5.2 Social Media Conduct

- Do not post content on social media that identifies, discriminates against, harasses, or speaks badly about fellow students, staff, or host employers in connection with your enrolment at PAX.
- Do not post content that misrepresents PAX's services, staff, or courses, or that harms PAX's reputation.
- Do not share confidential information, assessment content, or PAX's intellectual property on social media.
- Do not share photos, videos, or recordings of fellow students, staff, or host workplace environments without the clear consent of the people involved.
- Do not create or share AI-generated images, audio, or video (including deepfakes) of fellow students, staff, or host employers without their clear consent. This applies on any platform and for any purpose.
- Any behaviour on social media that would break this Code if it happened on campus will be treated as a breach of this policy.

6. Breach Management and Graduated Response Framework

PAX handles conduct breaches through a consistent, fair, and graduated process. The main goals are: to keep a safe and productive learning environment; to support students to understand and improve their behaviour; and to protect PAX's training and the wellbeing of everyone at PAX.

All conduct processes will follow natural justice. This means: you will be told exactly what you are accused of; you will have a genuine chance to respond before any decision is made; and the decision will be made by someone impartial.

6.1 Categories of Breach

Minor breaches are small or first-time rule breaks that did not cause serious harm. They are unlikely to happen again with the right guidance. Examples include:

- Arriving late to class without notifying the trainer

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- Using a mobile phone during class for non-educational purposes
- Failing to follow a reasonable direction from a trainer on the first occasion
- Minor untidiness or failure to clean up after a kitchen or workshop session
- A first instance of insufficient referencing in an assessment (where not suspected as intentional)

Serious breaches are rule breaks that seriously disrupt the learning environment, harm someone, or are deliberate or repeated. Examples include:

- Repeated minor breaches following prior warnings
- Plagiarism, collusion, AI-assisted plagiarism, or undisclosed AI use in an assessment
- Harassment, antisemitism, racial or religious vilification, or discriminatory conduct directed at another student or staff member
- Wilful damage to PAX or host employer property
- Providing false information to PAX staff or on an assessment
- Unauthorised access to another student's LMS account
- Persistent disruptive behaviour that continues after warnings

Major breaches are the most serious category. They may result in immediate suspension and cancellation of enrolment without going through earlier stages first. Examples include:

- Violence, threats of violence, or intimidation directed at any person
- Sexual harassment or sexual assault
- Contract cheating or impersonation in assessment
- Fraud or fabrication of qualifications, workplace evidence, or identity documents
- Bringing prohibited items, weapons, or illicit substances onto campus or to a WBT site
- Conduct that creates immediate risk to the health or safety of any person
- Conduct in the kitchen or workshop that creates serious safety risk to others
- Repeated or escalating serious breaches following prior formal warnings

6.2 Graduated Sanctions

PAX applies consequences that match the seriousness of the breach. The table below shows the graduated stages. Stages may be skipped or combined where needed. For major breaches, PAX may go directly to suspension and cancellation.

Stage	Sanction	Applicable to	Key features
Stage 1	Verbal counselling and verbal warning	Minor breaches — first occurrence	Your trainer or Academic Officer will have an informal conversation with you. They will explain what is expected and what will happen if it occurs again. This may or may not be written down.

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Stage	Sanction	Applicable to	Key features
Stage 2	First written warning	Minor breach repeated after Stage 1, or moderate first breach	The Administration Manager sends you a written warning. The letter explains the problem, what is expected, and what will happen if it happens again. It is kept in your student file.
Stage 3	Second written warning with conditions	Repeated breach after Stage 2, or serious breach	A second written warning with specific conditions. You will be told that further breaches may lead to suspension or cancellation.
Stage 4	Suspension from class	Serious breach at Stage 3, or where a major breach is being investigated	You are temporarily banned from attending classes and accessing campus. This is usually for 1 to 5 business days. If you are an international student, you will be told about possible visa impacts.
Stage 5 (Academic misconduct)	Requirement to re-enrol in unit or access an extension	Academic misconduct where competency cannot be verified	If your work is found to be dishonest and we cannot confirm your competency, you may need to re-enrol in the unit or be given an extension. Fees may apply. You may also need to complete the assessment in a supervised environment.
Stage 6	Cancellation of enrolment	Major breach, or failure to remediate after Stage 3 or 4	Your enrolment at PAX is cancelled. You will be told in writing. If you are an international student, PAX will report this to the government via PRISMS as required by law. Any outstanding fees will be handled under the PAX Fees and Refunds Policy.

6.3 Academic Misconduct — Specific Consequence Framework

If academic misconduct is found, the following specific outcomes apply alongside the general sanctions above:

- **First confirmed instance:** Your assessment is marked Not Yet Satisfactory (NYS). You will receive a written warning (Stage 2). You will be directed to PAX-T09 and PAX-T08 for reassessment options.
- **Second confirmed instance:** You will receive a Stage 3 written warning with conditions. You must complete the assessment in a supervised environment. Fees apply if you need to re-enrol in the unit.
- **Third confirmed instance or refusal to participate in verification:** The matter is escalated to Stage 4 or 5. The CEO will decide whether to cancel your enrolment.
- **Contract cheating, impersonation, or fabrication of evidence:** These are major breaches. You will be immediately suspended (Stage 4) while we investigate.

Cancellation of enrolment (Stage 6) is the likely outcome. International students will be reported via PRISMS.

6.4 Immediate Suspension for Safety or Serious Risk

If your behaviour poses an immediate risk to anyone's safety or wellbeing, or if it is a major breach, the Administration Manager or CEO may suspend you from campus or class immediately while a full investigation takes place. This immediate suspension is a safety measure — it does not mean you are guilty.

6.5 PRISMS Reporting for International Students

If PAX cancels an international student's enrolment because of a conduct breach, PAX is required by law to report this to the Australian Government via PRISMS.

Before PAX finalises the cancellation, we will write to you explaining: the reason for cancellation; and your right to appeal within 20 working days through our internal process (PAX-S03). PAX will not finalise the PRISMS report until the appeals process is finished, or until you have not appealed within 20 working days, or until you withdraw from the process — unless your behaviour poses an immediate risk to others.

Cancellation of your enrolment may affect your student visa. Contact the Department of Home Affairs for advice about your visa as soon as you receive any cancellation notice.

Procedures

1. Reporting a Conduct Breach

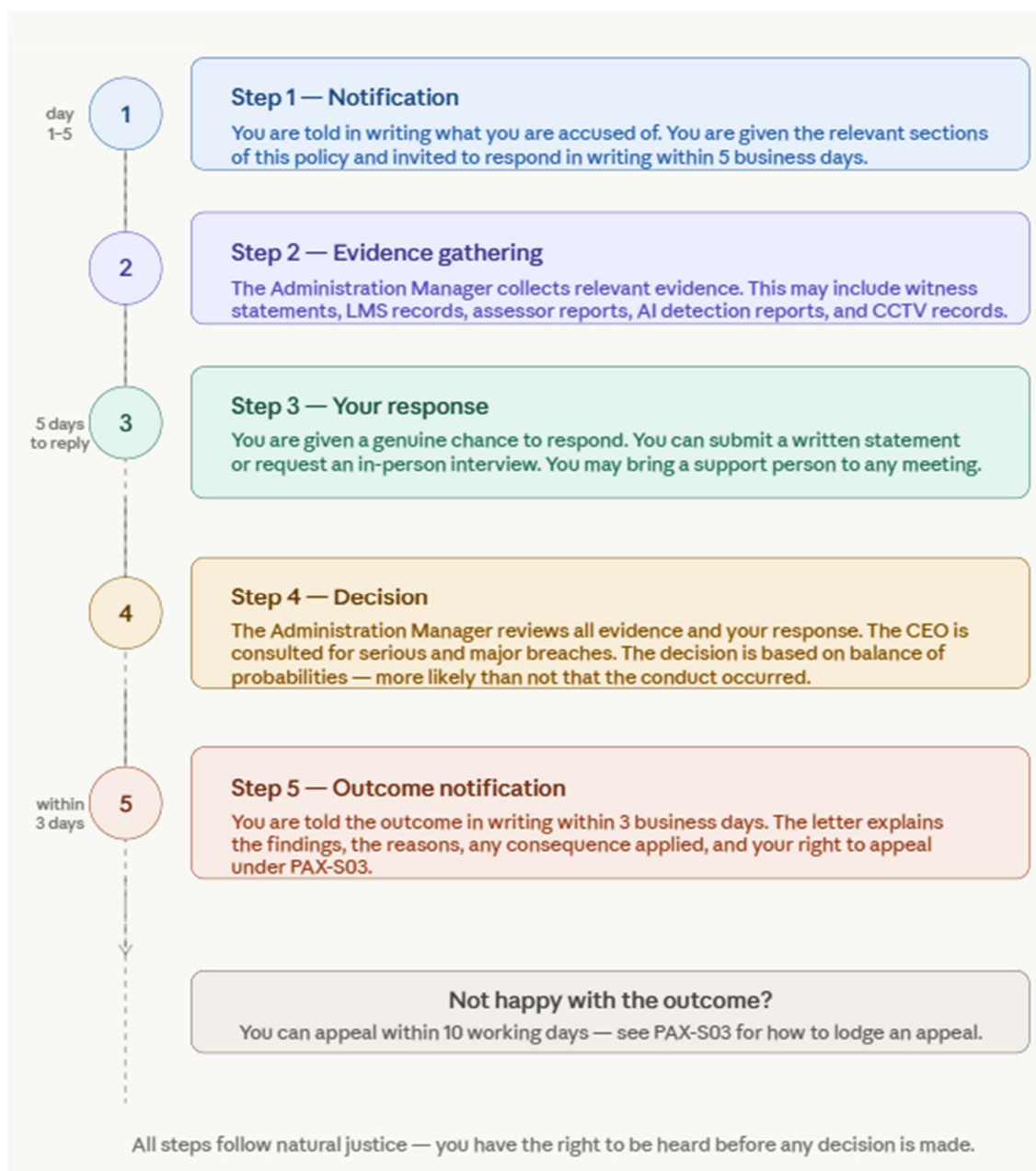
If you see or experience behaviour that may breach this Code, you can report it to the Administration Manager, an Academic Officer, or any PAX staff member. You can report verbally or in writing.

- Staff who receive a report of a student conduct concern must document it and pass it to the Administration Manager within one business day.
- Students can report a concern about another student to the Administration Manager, through the anonymous QR code feedback system, or through the formal complaints process in PAX-S03.
- All reports will be handled with discretion and kept confidential, as required under the Privacy Act 1988.
- You will not be punished for making a genuine, honest report of a conduct concern.

2. Investigation Procedure

Minor breaches may be handled informally by the trainer or Academic Officer at the time. If a written warning is needed, the Administration Manager will check the facts before issuing it.

Serious and major breaches will be formally investigated by the Administration Manager in consultation with the CEO. The steps are as follows:



3. Conduct Processes — Timeframes

Process / item	Timeframe specified	Responsible
Verbal warning documentation (where documented)	Within 2 business days of incident	Trainer / Academic Officer
Formal breach acknowledgement to student	Within 3 business days of report being received	Administration Manager
Investigation commencement	Within 5 business days of formal report	Administration Manager

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Process / item	Timeframe specified	Responsible
Student notification of allegation and invitation to respond	At commencement of investigation	Administration Manager
Student response period	5 business days from notification	Student
Investigation completion	Within 15 business days of starting (unless the matter is complex — you will be told in writing if more time is needed)	Administration Manager, CEO
Outcome notification to student	Within 3 business days of decision	Administration Manager
International student — PRISMS reporting upon cancellation	Per PAX-E01 reporting timeframes	Administration Manager
Student appeal lodgement (conduct outcome)	Within 10 working days of receiving written outcome	Student
Appeal resolution	In accordance with PAX-S03 Feedback, Complaints and Appeals Policy	Administration Manager, QA Manager

4. Record Keeping

- All formal conduct records — including written warnings, investigation records, outcome letters, and appeal documents — must be kept securely in your student file.
- Any verbal counselling that is documented must also be kept in your student file.
- All conduct records are managed under the Privacy Act 1988 and PAX's privacy rules. Only authorised staff can access them.
- Your conduct record will be considered in any future conduct process involving you.
- Conduct records for international students that result in PRISMS reporting are kept in line with PAX-E01 and the ESOS Act.
- All conduct records are kept for at least two years after you finish your studies, as required by National Code 2018 Standard 3.6 and the ESOS Act.

Monitoring Mechanism Summary Table

What is monitored	How	Frequency	Responsible
Student awareness of Code of Conduct	Orientation attendance records; signed student acknowledgement; student handbook distribution records	Upon enrolment; annually during re-orientation	Administration Manager, Academic Officers

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What is monitored	How	Frequency	Responsible
Minor breach management and documentation	Review of verbal counselling records and written warning register	Ongoing; monthly review by Administration Manager	All staff; Administration Manager
Formal breach investigations and outcomes	Conduct investigation register; outcome letter records; student file review	Per incident; quarterly trend review by QA Team	Administration Manager, CEO, QA Team
Academic misconduct incidents	LMS AI detection reports; assessor reports; student declaration reviews; assessment authenticity verification records	Per assessment submission; quarterly trend review	Assessors, Academic Officers, QA Team
Campus-specific conduct (kitchen, workshop)	Trainer incident reports; safety incident logs; WBT Coordinator reports	Ongoing; reviewed each term	Trainers, WBT Coordinator, Administration Manager
Discrimination, harassment, bullying, and vilification incidents	Complaints register; incident logs; student feedback analysis	Ongoing; quarterly analysis	CEO, QA Team, Administration Manager
PRISMS reporting for international student misconduct	PRISMS reporting log; E01 compliance audit	Per incident; monthly PRISMS audit	Administration Manager
Appeals against conduct decisions	Complaints and Appeals Register (PAX-S03)	Per appeal; quarterly trend review	Administration Manager, QA Manager
Policy effectiveness and student satisfaction	Student satisfaction surveys; staff feedback; annual policy review	Annually; or when systemic issues identified	QA Team, CEO
Social media and online conduct	Reported incidents; complaints from students and staff	As reports received; reviewed quarterly	Administration Manager, CEO

Responsibilities

Chief Executive Officer: Has overall responsibility for the conduct framework. Approves consequences for serious and major breaches. Makes the final decision on cancellation of enrolment. Ensures the policy meets regulatory requirements. Oversees PRISMS reporting for conduct-related cancellations. Ensures staff are properly trained on conduct management.

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Administration Manager: The main person responsible for managing formal conduct processes. Issues written warnings and outcome letters. Conducts or coordinates investigations. Maintains the conduct register and student conduct records. Ensures timeframes are met. Communicates with international students about PRISMS obligations. Coordinates appeals under PAX-S03.

Quality and Compliance Manager: Monitors how well this policy is being followed and looks for ways to improve. Reviews conduct data trends each quarter. Manages appeals against Administration Manager decisions. Ensures the policy aligns with laws and regulations. Conducts the annual policy review with the CEO.

Academic Officers: First point of contact for student conduct concerns in the academic environment. Handle and document minor breaches through verbal counselling at Stage 1. Refer matters to the Administration Manager when formal action is needed. Support students through conduct processes. Monitor attendance and academic engagement.

Trainers and Assessors: Keep appropriate conduct standards in their training environments. Address and document minor disruptions in class. Identify and report academic misconduct to Academic Officers. Enforce safety and conduct rules in the kitchen, workshop, and at WBT sites. Complete incident reports as required.

WBT Coordinator: Manages conduct expectations and reporting for students on work placements. Liaises with host employers about conduct concerns. Escalates host employer reports to the Administration Manager. Documents conduct incidents at WBT sites.

All Staff: Uphold and model the conduct expected of students. Report conduct concerns to the Administration Manager or Academic Officers promptly. Treat all students fairly and consistently. Cooperate with investigations. Keep all conduct matters confidential.

Students: Read and understand this policy and all relevant PAX policies. Follow the Code of Conduct at all times. Treat fellow students, staff, and others with respect. Attend all classes and complete all assessments honestly. Report conduct concerns through the right channels. Cooperate with investigation processes.

Relevant Documents and Records

- Student Code of Conduct Acknowledgement (signed at enrolment)
- Student Handbook
- Conduct Register (verbal warnings documented, written warnings, investigations)
- Written Warning — First (template)
- Written Warning — Second with Conditions (template)
- Conduct Investigation Record (template)
- Conduct Outcome Letter (template)
- Student Breach of Code of Conduct Warning (academic misconduct — cross-reference PAX-T08)
- Suspension Notice (template)
- Cancellation of Enrolment Letter (template)
- Complaints and Appeals Form (PAX-S03)
- PAX-S03 Feedback, Complaints and Appeals Policy

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- PAX-S04 Student Training and Wellbeing Support Policy
- PAX-S02 Diversity and Inclusion Policy
- PAX-T08 Assessment Policy
- PAX-T09 Artificial Intelligence and Academic Integrity Policy
- PAX-T07 Work Based Training Policy
- PAX-E01 ESOS Provider Reporting — PRISMS Policy
- PAX-E03 Student Course Progress Policy
- PAX-E04 Deferral, Suspension and Cancellation Policy
- PAX-E05 Fees and Refunds Policy
- PRISMS Reporting Records
- Student File (conduct records retained minimum 2 years post-enrolment cessation)