



## **Student Code of Conduct**

### **Attendance**

In competency-based programs, attendance is a vital aspect of competency development. Punctual attendance at scheduled classes is essential for students to complete courses satisfactorily.

### **Exceptional Circumstances**

In the event of illness, students are responsible for contacting MACE Incorporated to make arrangements. Medical certificates will be required.

### **Excursions**

Occasionally students will be required to attend field trips/excursions as part of their learning requirements. It is expected that all students will attend.

### **Assessment**

Assessment in most courses will be competency based. Assessment may include written, verbal, class presentation, demonstration of practical skills, tests or other methods as indicated in course outlines. Up-front assessment can be undertaken where students believe they may already be competent.

The following Grading Categories will be used:

#### **CA: Competency Achieved**

For students who have achieved all of the learning outcomes specified for that unit.

#### **CN: Not Yet Achieved**

For students who have not achieved all of the learning outcomes specified for that unit.

#### **W: Withdrawn**

For students who have officially withdrawn and completed a withdrawal form.

### **Reassessment**

Students whose work does not meet the competency standard will be given one opportunity to re-submit that piece of work at a negotiated date.

### **Penalties**

Written work that is untidy, illegible, of inadequate detail, or which does not use acceptable academic standards of referencing, may be penalised by:

- not being accepted
- being returned for re-submission

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### **Extensions and Late Work**

Extensions beyond the due date for written assessments are possible in special circumstances. Students should apply to the Trainer and discuss the reason the extension is sought.

Applications for extensions must be made 3 days prior to the due date. In exceptional circumstances this may be negotiated.

A record of extensions will be kept in student files, as regular use of extensions is an indication of poor time management.

Work that is late, and for which no extension has been sought, will not be accepted.

### **Plagiarism**

Students are required to submit their own work for assessment. The presentation of another author or students' work as your own is plagiarism.

Quotations or references from other writers and sources must be indicated as such and sources acknowledged in the appropriate format.

MACE Incorporated treats plagiarism as a serious academic offence. Penalties in cases of plagiarism will be determined by the Chief Executive Officer, and can result in a student receiving a CN for the unit.

### **Variation of Enrolment - Withdrawal**

Students who withdraw from units or change their enrolment during the year must contact the relevant Trainer immediately. It is the responsibility of individual students to ensure enrolments are correct. Withdrawal forms are available from reception.

### **Confidentiality**

Students are required to observe confidentiality at all times. Breaches of confidentiality will be viewed as a serious offence and disciplinary measures will be taken by MACE Incorporated against any student involved in such a breach.