



VITALIS TRAINING CENTER

Code of Conduct

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Student Code of Conduct

Student Participation and Feedback

Take responsibility for incorporating constructive feedback into learning. Support continuous improvement of courses and services through the provision of honest, considered, and constructive feedback.

Vitalis Training Centre Values

Our values guide each and every interaction we have with our stakeholders. All members of the training centre community are expected to value:

Authenticity

We do not pretend. We are collaborative, inclusive, warm, and genuine and understand that robust discussion supports openness and growth.

Holistic

We teach, support, live, and breathe natural medicine and well-being. Be the contributions large or small, we consciously find ways to contribute to a holistic approach in everything we do.

Responsibility

We take personal ownership of our actions. We do not blame others. When we commit – we follow through. We model the very best in ethical conduct. We honor and respect the intrinsic value of ourselves and others.

Happiness

We value positivity, joy, and encouragement and strive to be in the moment. As individuals, we carry responsibility for our own happiness regardless of the situation or context, and that informs how we 'show up' in our environment.

Student Centricity

All students are central to our existence. We work to engage and satisfy our prospective, current, and past students like no other tertiary institution.

Clarity

We speak to the facts. We do not create mythology based on incorrect information. We verify the data and we act in the interests of clarity.

What is the Student Code of Conduct?

The Student Code of Conduct outlines what students should expect from the Training Centre and what the Training Centre expects of its Higher Education students. This information is important to keep in mind as you embark on your studies and interact with a wide range of people including fellow students.

Student Expectations

Students should expect the following from their experience at the Training Centre:

As an individual

- To be treated respectfully, fairly, and equally irrespective of disability or cultural background.
- To be motivated, inspired, challenged, and stimulated for the duration of their program of study.
- To be valued and heard.
- To receive protection of privacy and confidentiality of information.

As a student

- To be able to participate in relevant and industry-defined up-to-date practice via a well-designed curriculum and best practice principles.
- To obtain consistent and clear information regarding policies and procedures.
- To be supplied with an effective mechanism for providing feedback on learning and being able to request a review of grades without fear of recrimination.
- To receive close engagement with discipline-based colleagues and practitioners who are experts in their fields.
- To participate in a vibrant, engaged learning environment supported by responsive academic staff and practitioners.
- To be provided with guidance and instruction from confident and competent teachers who are motivated and accessible and provide timely direction and feedback on performance.
- To be provided with excellent teaching and learning resources and services that promote scholarly activity and differing learning requirements.
- For all Training Centre staff to interact with students with honesty, integrity, and in a timely manner.
- A safe and healthy Training Centre environment.

As a developing professional

- To be well prepared for future employment and lifelong learning.

Training Centre Expectations

The Training Centre expects students to take on the following responsibilities:

Standards of Behaviour

- Abide by all regulations and requirements of the Training Centre and respond to all lawful and reasonable directions from staff.
- Be aware that all forms of academic dishonesty or misconduct are unacceptable and that the Training Centre may take measures to assure compliance with relevant policies.
- Display professional conduct at all times while undertaking study, clinical practicum, professional placements, fieldwork, and other educational exchanges (including face-to-face and online). Note: the Training Centre understands that students maintain their own social media accounts and networks; however when they are used for disparaging comments that are unsubstantiated in relation to their studies or the Training Centre, this will be considered unprofessional behavior. The same respect and professionalism in face-to-face interactions are expected online.
- Refrain from any form of cyberbullying.
- Refrain from any activity that deliberately obstructs, or seeks to deter, an officer of the Training Centre in the performance of their duties.
- To contribute to the local community and create partnerships in a manner that is representative of Training Centre values.
- Use all equipment and resources (including IT resources) appropriately, legitimately, and safely following all occupational health and safety requirements.

Interpersonal Relationships

- To be respectful, fair, and value equality to all members of the Training Centre community irrespective of disability, cultural background, gender, sexual orientation, marital status, age, or political conviction.
- To provide members of the Training Centre community with protection of privacy and confidentiality of information.
- To be open to engagement in rational academic debate and robust discussions.

Policies and Procedures

- Be informed of all current policies and procedures, support services, and academic requirements including maintaining awareness of any new relevant policies and procedures that may be published from time to time, and seek guidance if unsure.
- Responsibly observe all of the Training Centre's policies and procedures and relevant guidelines and forms supporting those.
- Respect the property of other students and the Training Centre, while respecting the rights of others to use Training Centre property and facilities.

- Respect the property and facilities at any venue that students are directed to as part of their studies with the Training Centre or as representatives of the Training Centre.
- Maintain academic integrity and respect and comply with academic standards.
- Refrain from frivolous and unsubstantiated complaints or grievances which lack underpinning evidence.
- Fully understand the annual fee schedule which is published ahead of each calendar year, and accept that full payment of fees is expected at the commencement of the teaching period.

Educational Experience

- To be motivated, inspired, challenged, and stimulated for the duration of their course.
- Take responsibility for your own behavior, education, and self-directed learning.
- Actively engage as diligent learners, prepare for and participate in all teaching and learning activities.
- Be well informed about the course, subjects, course rules, and Inherent Course Requirements, and seek assistance if in doubt.
- Ensure and maintain course progression as per the requirements of the regulatory bodies and professional associations.
- Take responsibility for self-manage enrolment and course planning, using advice provided by the Training Centre through its personnel and web services.
- Accept and act on the advice and feedback given regarding academic performance.
- Respect the confidentiality of information shared within the learning environment.
- Prepare diligently for future professional practice, any additional regulatory or professional requirements, and the development of lifelong learning.
- To pursue scholarly activity and professional practice that contribute positively to the profile of the Training Centre and the profession at large.

Timely and Accurate Information

- Attend classes punctually and commit to fully participate for the duration of the learning activity.
- Submit assessment items in a timely manner and abide by relevant policies if a complication occurs.
- Supply accurate and up-to-date personal and other information to the Training Centre according to the deadlines set by the Training Centre and whenever a change occurs to that information, recognizing that the Training Centre is required to comply with the Privacy Act.