PIONEER COLLEGE
RTO: 45763 CRICOS: 03956A

Student Code of Conduct

July 2026

A guide for responsible, courteous behaviour between students, staff and the broader Pioneer community

Pioneer Education Institute Pty Ltd t/a Pioneer College

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Provider Codes: RTO: 45763 | CRICOS 03956A

1. Purpose and Scope

1.1 The purpose of the Student Code of Conduct is to outline Pioneer College (hereafter, referred to as 'Pioneer')'s expectations and standards for all members of the institute to allow for a safe, equitable and respectful learning environment.

1.1.1 This document outlines Pioneer's commitment to maintaining the highest level of education standards through the preservation of academic integrity.

1.1.2 This document defines academic and non-academic misconduct and outlines how to provide fair, equitable and effective approaches for investigating allegations of student misconduct and the potential consequences should action be required.

1.2 This document applies to all students of Pioneer and student's conduct at all campuses, premises or facilities used by Pioneer. This includes classes, work placements, activities, events and workshops conducted as part of Pioneer, and the use of Pioneer's electronic platforms.

2. Related Documents

Student Handbook

Plagiarism Policy and Associated Procedures

Complaints and Appeals Policy and Associated Procedures

Deferral, Suspension and Cancellation Policy and Associated Procedures

3. Related Legislation

3.1 *Education Services for Overseas Students (ESOS) Act 2000*, specifically the *National Code 2018*

3.2 *National Vocational Education and Training Regulator (NVR) Act 2011*, specifically the *2025 Standards for Registered Training Organisations (RTOs)*

This policy and associated procedures will contribute to Pioneer complying with other requirements such as included in the:

- *Privacy Act 1988*
- *Mental Health Act 2014*
- *Equal Opportunity Act 1984 (WA)*
- *Disability Discrimination Act 1992*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*

4. Definitions

Academic Misconduct	Any action or attempted action by a student that involves dishonest behaviour to provide an unfair academic advantage. This can include any action that may compromise the integrity of the academic work, such as plagiarism, falsification, inappropriate AI usage, or interfering with the work of others.
Academic Integrity	Behaviours from students that show the commitment to academic honesty and ethical behaviour. This can include any action that indicates respect and responsibility, such as valuing the institutions rules, being timely, contributing considerately in class and doing the right thing.
Bullying	Unwanted, unreasonable behaviour towards an individual or group that is repeated over time and causes a risk to health, safety or wellbeing.
Code of Conduct	The formal standards and values of the institution that students and staff are required to comply with.
Digital Misconduct	Improper or unethical behaviour that occurs via digital technologies, tools and online platforms, such as the misuse of the online learning systems.
Discrimination	The unfair, and often prejudice, treatment of a person or group because of personal characteristic such as race, age, gender, religion or disability.
Harassment	Any form of behaviour that is unwelcome and inappropriate, with the intention to humiliate, intimidate or distress a person and causes emotional distress as a result.
Misconduct	Any form of unacceptable behaviour that breaches the institutions policies, procedures and expected standards of behaviour.
Plagiarism	Using another person's work, ideas or content as one's own without proper referencing or acknowledgement.

5. Policy Statements

5.1 Organisation Responsibility and Commitment

5.1.1 Pioneer is committed to creating and maintaining a safe, comfortable and enjoyable learning environment for all students and staff.

5.2 Academic Misconduct

5.2.1 Students are informed in their Letter of Offer and during Orientation about the Student Code of Conduct. By signing off the student acknowledges that they have been made aware of academic misconduct and the potential consequences.

5.2.2 Academic misconduct and actions demonstrating a lack of academic integrity include but are not limited to the following:

- Cheating in assessment tasks

- Cheating in exams and/or tests
- Collusion – whereby a student collaborates with others and submits work that has been created by more than one person, as being solely their own work (not the same as tasks set out as group assessments)
- Plagiarism (presenting another person's work or ideas as your own without proper acknowledgement)
- Submission of work by a student that is clearly not the student's own work.
- Submission of work that has been significantly edited by someone else.
- Submission of work previously submitted at Pioneer College or elsewhere for another unit or competency or course.
- Academic fraud – having someone else sit a test or other assessment requirement in the student's place, falsely representing themselves as the student
- Not providing citations

5.3 Digital Misconduct

5.3.1 Digital misconduct includes, but is not limited to:

- Unauthorised access to systems or LMS
- Sharing login credentials
- Misuse of AI tools to gain unfair academic advantage
- Online cheating or manipulation of assessments

5.4 Non-Academic Misconduct

5.4.1 Students are informed in their Student Handbook and during induction about our Code of Conduct, which details the expected and accepted behaviours of students.

5.4.2 Non-academic misconduct and unacceptable behaviours include but are not limited to the following:

- Intentional breaches of Commonwealth or State law
- Disrespectful, threatening or abusive behaviour towards other students, staff or members of the public
- Endangering the health and/or safety or self or others
- Violence
- Damage or destruction of property
- Theft of property of Pioneer College
- Theft of property of staff, other students or any other person (such as during industry work placement)
- Carrying of weapons
- Possession of illegal, banned or dangerous items and/or substances
- Being intoxicated or under the influence of drugs or alcohol
- Refusing to identify themselves truthfully or misrepresenting their identity
- Smoking indoors or within the premises or facilities

- Disobeying trainer assessors, continuously interrupting the trainer or refusing to participate in class activities
- Unauthorised use of mobile telephones or other devices in class
- Harassment, discrimination or vilification in any form against a student or students, staff member, agent or any other person
- Photographing, recording or filming a person without their permission
- Harassing, bullying or behaving inappropriately through social media or other means
- Bullying will not be tolerated in any form
- Breach of student visa conditions (for international students)

6. Procedures

6.1 Prevention of Academic Misconduct

6.1.1 Pioneer College will mitigate academic misconduct through the following means:

- Students are advised of the policy at the commencement of each course and are reminded at the start of every term
- Students are also advised of the consequences of Academic Misconduct and its management
- This advice and all information provided to new staff/contractors and overseas students is current and consistent with this policy
- All advice is provided in a clear and easy to understand format
- Advise about good practices such as referencing and citations are given at the beginning of a course and in the Student Handbook
- Where electronic submission occurs, the use of software programs to detect plagiarism are strongly advised. If in use, the students will be made aware of such software being in use
- Students are encouraged to seek clarification and advice from academic staff and student support without penalty or prejudice if uncertain whether they are committing academic misconduct

6.2 Dealing with allegations of Academic Misconduct

6.2.1 Any allegation of academic misconduct will be reviewed by the Campus Manager to determine whether there is a potential case of academic misconduct. All reviews, correspondence and decisions will be treated as confidential.

6.2.2 All allegations will be acknowledged within five (5) business days.

6.2.3 Disciplinary interviews will be scheduled within five (5) business days, where possible, upon recognition of academic misconduct.

6.2.4 Outcomes will generally be provided to the student within five (5) business days of the interview having been conducted.

6.2.5 Where confirmed or undetermined, a disciplinary interview between the student and the Campus Manager will be organised at the earliest practicable time. The Trainer/ Assessor may also be included if appropriate.

6.2.6 During the disciplinary interview, the student will be presented with the allegation, the reasoning behind the allegation, and any evidence. The student will have the

opportunity to present their side and give any possible explanation or evidence towards their case.

6.2.7 Students may opt to bring a support person or interpreter to any interview and may access student support services during the process.

6.2.8 The disciplinary interview notification, reasons and outcomes will be recorded and retained in the student's file. These records can be accessed by the student or Pioneer College in case of complaint or appeal rising from the allegation and subsequent review needing to be conducted.

6.3 Consequences of Academic Misconduct

6.3.1 Academic misconduct may be classified as minor or serious depending on the severity, intent, and frequency of the behaviour, including misconduct involving the use of artificial intelligence (AI) tools or third-party assistance.

6.3.2 Should a student be found to have committed academic misconduct, the following actions may apply depending on whether the misconduct is minor or serious. Actions may occur either singularly or in combination:

- A written warning, outlining the occurrence and supporting evidence, which shall be sent to the student and be retained in their student file for consideration should any further occurrences take place
- Information session about academic integrity and acceptable practices, such as referencing and use of sources
- The awarding of a Not Competent (NC) result for the assessment in question (students will be provided an opportunity to resubmit prior to a final decision where appropriate)
- Exclusion from the unit of competency, whereby the student will be required to re-enrol in that unit. This may impact upon the student's ability to complete their course within the set duration of their CoE. The student will be advised to contact the Department of Home Affairs immediately if this is relevant to their circumstance
- A final result of Not Competent (NC) for the unit of competency, which will negatively impact the student's academic progress
- Suspension from the course
- Cancellation of enrolment, particularly in cases of wilful, serious, repeated misconduct, or misconduct involving academic fraud, contract cheating, or unauthorised use of AI tools. Where enrolment is cancelled, Pioneer College will report the student via PRISMS in accordance with the ESOS Act and National Code requirements
- Minor misconduct may result in counselling, resubmission, or a written warning
- Serious or repeated misconduct may result in suspension or cancellation of enrolment

6.3.3 The student will be advised of their right to access Complaints and Appeals at every step of the process.

6.3.4 Where Pioneer College decides to suspend or cancel a student's enrolment, reference should be made to the Deferral, Suspension and Cancellation Policy and Associated Procedures.

6.3.5 All decisions will be made in accordance with the principles of procedural fairness and natural justice.

6.4 Dealing with allegations of Non-academic Misconduct

6.4.1 Minor allegations may be resolved informally through discussion where appropriate, provided the aggrieved party (complainant) is satisfied with this resolution. Where this is not suitable, or has not proven successful, a Disciplinary Interview will be organised immediately.

- All allegations will be acknowledged within two (2) business days, wherever practicable.
- Disciplinary Interviews will be scheduled within five (5) business days, where possible.
- Outcomes will generally be provided in writing within three (3) business days of the interview.

6.4.2 If appropriate, both the aggrieved party (complainant) and the student accused of non-academic misconduct may be present and present their account of the situation. Where this is not appropriate, such as in cases of intimidation, a separate interview will be conducted between these parties and Compliance Manager.

6.4.3 During the Disciplinary Interview the student will be presented with the allegation, the reason for the allegation and any evidence. The student will have the opportunity to present their side and give any possible explanation or clarification of the issue.
Students may bring a support person or interpreter to any interview and may access student support services during the process.

6.4.4 The Disciplinary Interview Notification, reasons and any decisions or outcomes will be, recorded and retained in the student's file and sent to the student in writing. These records may be accessed by the student or Pioneer College in case of complaint or appeal arising from the allegation and subsequent review and repercussions.

6.5 Consequences of Non-academic Misconduct

6.5.1 Should the student be found to have committed non-academic misconduct, dependent upon the seriousness any of the following may occur, either singularly or in any combination:

- Counselling by student support or academic staff
- Referral to outside counselling or other services
- Follow up meetings with academic staff and/or student support
- A written warning, outlining the occurrence and any evidence, which shall be sent to the student and be retained in their student file for consideration should any further occurrences take place
- Being removed from a class or group for the safety and wellbeing of others
- Suspension from the course
- Cancellation of Enrolment, particularly for wilful, serious and/or repeated misconduct. If the enrolment is cancelled, Pioneer College will report the student via PRISMS in accordance with ESOS Act and National Code requirements.

6.5.2 The student will be advised of their right to access Complaints and Appeals at every step of the process. Where Pioneer College decides to suspend or cancel a student's enrolment refer to Deferral, Suspension and Cancellation Policy and Associated Procedures.

6.5.3 In particularly serious cases in which a student has committed criminal offenses, the appropriate legal authorities will be informed.

7. Policy Review

7.1 Policy review is undertaken by the CEO with input from relevant staff.

7.2 Policy reviews are identified by an annual review cycle, or through audit and continuous improvement activities. An earlier review may occur if legislative or regulatory changes occur, or if a significant incident or near miss occurs.

7.3 The CEO actions the changes and updates the policies and associated procedures manual accordingly.

7.4 The CEO communicates amendments to policies and associated procedures to all relevant staff via email and/ or staff meetings.

7.5 Changes will be recorded in the updated version control and Document History.

8. Roles and Responsibilities

8.1 Students are responsible for:

- Conducting themselves in a respectful manner, in accordance with the code of conduct laid out
- Being active participants in all learning activities, including taking responsibility for their own academic progress and time management
- Attending scheduled training sessions and work-based training as required by their course
- Complying with all applicable policies and procedures, and lawful directions, as well as applicable visa conditions (where relevant)
- Providing accurate, complete and truthful information to Pioneer
- Demonstrating appropriate standards of behaviour towards staff, students and others, as well as when using equipment and learning resources

8.2 Academic staff are responsible for:

- Modelling and encouraging respectful and professional behaviour at all times
- Communicating expectations and requirements to students, to ensure a safe and supportive learning environment
- Addressing inappropriate behaviour in a timely manner, in accordance with procedures
- Ensuring any complaints or disciplinary matters are managed fairly and consistently

Document History:

Version No.	Issue date	Nature of Amendment	Approved By
1.0	01 Jul 2020	Final Version submitted for Approval	CEO
1.1	08 Feb 2022	Added RTO & CRICOS Code, Adjusted Margin, Header & Footer, Tables, Changed Font, Font size, Alignment.	CEO
2.0	15 May 2022	Changed name to Pioneer	CEO
3.0	01 Apr 2023	Included Student Code of Conduct in the title of the document. Some re-formatting done.	CEO
3.1	05 Jul 2024	Document reissued.	CEO
3.2	19 Mar 2025	reissued after format changes	CEO
3.3	28 Apr 2026	Timeframes added and formatting updated.	CEO
4.0	12 May 2026	Document re-formatted. Cover page added. Sections swapped around to match Pioneer Style Guide.	CEO
4.1	13 July 2026	Changes finalised.	CEO

Document Code	SCC-PP001-130726
File Location	