



BOOROONGEN DJUGUN COLLEGE

CODE OF ETHICS

1. **Booroongen Djugun College** shall at all times act with an ethical manner and integrity in dealings with all students and members of the community.
2. **Booroongen Djugun College** shall adopt such policies and practices to ensure the quality of services/programs offered are relevant and in accordance with accepted cultural protocol, national training standards and meets the needs of the community.
3. **Booroongen Djugun College** shall adopt such policies and practices to ensure the quality of vocational education and training programs offered are relevant and in accordance with the statutory and regulatory requirements of:
 - (a) Australian Skills Quality Authority (ASQA), the Standards for Registered Training Organisations (RTOs) 2015.
 - (b) Commonwealth/State legislation and regulatory requirements.
4. **Booroongen Djugun College** shall refrain from any activities or actions which could be detrimental to the Association (Booroongen Djugun Ltd).
5. **Booroongen Djugun College** will ensure:
 - (a) All activities of the organisation will be carried out honestly, fairly and accurately so as to give value to our students
 - (b) the provision of adequate facilities and quality resources in which to conduct services
 - (c) adequate support for students, to meet their outcomes, is available and offered
 - (d) the employment of qualified staff and maintenance of staff training sufficient to deliver programs on an on-going basis
 - (e) the accuracy of any marketing and promotional advertising material
 - (f) compliance with current Work Health and Safety and Duty of Care requirements
 - (g) compliance with an acceptable refund policy
 - (h) the maintenance of adequate records
 - (i) security of all records (current and archival)
 - (j) student access to their records upon request (read only)
 - (k) the maintenance of a Quality Assurance System
 - (l) compliance with proper requests made by ASQA and statutory authorities of which due notice has been given
 - (m) compliance with any conditions of signed funding agreements
 - (n) compliance with relevant legislation and regulatory requirements including the National Vocational Education and Training Regulator Act 2011 (No. 12, 2011)
6. **Booroongen Djugun College** undertakes to assist ASQA to maintain quality training and to uphold the highest ethical standards.
7. **Booroongen Djugun College** undertakes to ensure that all employees, agents and representatives are familiar with, and agree to, comply with this Code of Ethics.
8. **Booroongen Djugun College** shall refrain from associating with any enterprise, which could be regarded as acting in breach of this Code of Ethics.