

RHODES BUSINESS SCHOOL

STUDENT HANDBOOK



Rhodes Business School is a division of Rhodes Group (Australia)

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Rhodes
Business
School



About this Student Handbook

This Student Handbook is your guide to Rhodes Business School and is the official Student Handbook students. Policies, procedures and regulations are outlined so you have access to all information and understand how Rhodes Business School operates.

Printed/Hard copies of this policy should not be relied on as being current. Refer to the electronic version available at the Rhodes Business School website to be sure you are referring to the latest version - www.Rhodesbusinessschool.com.au

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This document has been prepared for use as part of a structured VET (Vocational Education and Training) program delivered by an Australian RTO (Registered Training Organisation) and should only be used within that context.

The information contained in this document was correct at the time of writing. Legislation and case law is subject to change and readers must therefore inform themselves of the current law at the time of reading.

If you have any questions, concerns, or queries, please direct them to enquiries@Rhodesgroup.com.au or call 07 3540 9978.



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WELCOME TO RHODES BUSINESS SCHOOL!

Welcome! And congratulations on taking your first step to a future, where you can continue to further your education and employment prospects. Rhodes Business School (Rhodes) is excited to be supporting you in this journey.

WHAT WE DO

By choosing to study with Rhodes, you have selected a training organisation that has a well-established reputation of offering programs of the highest possible standard and that will ensure that you're provided with unrivalled levels of training, coaching, and support to assist you achieve your desired qualification and learning outcomes.

WHAT WE ASK FROM YOU

By applying yourself fully to your training program you will be rewarded, not only with a Certificate of Achievement or Qualification, you will also gain knowledge and skills that can make a significant difference to your life both in and outside of work.

Rhodes therefore encourages a positive, disciplined, and determined attitude in its students and the regular participation in (and discussions with) your trainers and other students.

SUPPORT SERVICES

The staff here at Rhodes wish you the very best of luck and would like to say a very sincere thank you for choosing (and trusting) Rhodes to assist you with your education and career journey.

We are committed to supporting you and will work closely with you to ensure that you have everything you need to graduate with the skills and knowledge required to succeed in your chosen career.

We encourage you to ask for assistance at any stage of your learning, we're here to help!

We look forward to following your progress.

Rhodes Business School

ABOUT THIS STUDENT HANDBOOK

Rhodes Business School maintains a highly professional, ethical, and responsible approach to its provision of training and educational services to all its students. The most important aspect of which is protecting the educational welfare and interests of both students and staff.

Please ensure that you have read and understood the policies outlined in this handbook to assist you with understanding your rights and responsibilities as an Rhodes student. If you have any questions not outlined in this handbook, please contact Rhodes on 07 3540 9978 or enquiries@Rhodesgroup.com.au

ABOUT RHODES BUSINESS SCHOOL

Rhodes Business School is widely recognised as one of Australia's leading providers of training programs, its mission statement being 'To be recognised as the benchmark for training programs in Australia...that when a Resume lists a Rhodes Business School program, it guarantees that the person has attended training that ensures improvement in confidence, capability, and performance'.

As a 'Nationally Registered Training Organisation (RTO)' Rhodes strictly adheres to the 'RTO Standards 2015' under the National Vocational Education and Training Regulator Act 2011.

CHANGE OF PERSONAL DETAILS

Rhodes Business School students are required to notify head-office, in writing, of any change of personal details (e.g. home address, contact phone number, email. In line with the Rhodes Privacy & Personal Information Policy, any personal information provided by the student is considered private and confidential.

To update your personal information, please call 07 3540 9978 or email them to enquiries@Rhodesgroup.com.au with the title 'Personal Information Update'.

OUR COMMITMENT

Rhodes Business School aims to create an inclusive culture that fosters acceptance and respect for diversity. In doing so, we seek to deepen understanding and knowledge, promote student and staff wellbeing and help everyone achieve their full potential. Rhodes is enriched by and celebrates diversity.

Rhodes is committed to ensuring that the working environment is free from discrimination, harassment, bullying, vilification and victimisation - For this reason discrimination, harassment, vilification, bullying and victimisation will not be tolerated at Rhodes under any circumstances.

Rhodes acknowledges that in society some people are treated unfairly or unfavourably because of irrelevant personal characteristics such as their sex or race. Rhodes supports the Charter of Human Rights and the Equal Opportunity Act, which says that it is against the law to discriminate against anyone, including students and staff.

No member of the Rhodes community will be treated less favourably because they possess any of these personal characteristics nor will such characteristics affect access to benefits and services Rhodes provides.

CODE OF CONDUCT

RHODES BUSINESS SCHOOL STAFF

Rhodes Business School abides by a strict code of practice, developed and implemented to ensure that we maintain an extremely high ethical, responsible, and committed approach to providing education and training of the highest possible standard.

To achieve our core mission and values, we maintain a strong focus on safeguarding the educational interests and personal welfare of all Rhodes students and staff and insist on programs that exceed the standards expected by ASQA (The Australian Skills & Qualifications Authority).

Rhodes trainers/facilitators and assessors are rigorously vetted to ensure that they:

- Have the relevant qualifications and experience
- Have a minimum of 10 years 'in industry'
- Abide by an extremely professional code of conduct
- Are committed to ensuring the maximum possible development of skills and knowledge via training and coaching of the highest standard
- Conduct and administer impartial, valid, and reliable competency based assessments
- Treat all Rhodes students with fairness, respect, and courtesy
- Are honest, diligent, and ethical
- Ensure student confidentiality
- Represent Rhodes professionally, positively, and always ethical

Rhodes enrolls students via a process that ensures a responsible selection of appropriate students that are deemed able (both in terms of ability, suitability, and financially) and provides a highly positive and supportive learning environment in which all students (irrespective of age, gender, nationality, etc) have the maximum opportunity to succeed and achieve their full potential.

Rhodes is committed to the fair and proper treatment of all students and, as such, rigorously abides by Australia's anti-discrimination and equal opportunity laws and expects all students to do the same (please note: failure to do so can result in disciplinary action, including the possibility of ejection from study without refund).

Rhodes abides by its 'Complaint & Grievance Handling' policy, which provides a clear procedure for the submission of such issues (including the extension of an assessment period for a VET qualification without incurring additional costs) and the opportunity to discuss them and quickly achieve a positive conclusion.

As part of its continuous improvement policy and commitment to proving 'benchmark' training programs of the highest standard, Rhodes encourages student and trainer feedback at the completion of each workshop and at various other stages of the learning process.

RHODES BUSINESS SCHOOL STUDENTS

Rhodes is committed to providing its students and staff with a safe and positive study environment conducive to maximising learning outcomes. As such, Rhodes always expects professional and courteous conduct on Rhodes (or contracted) premises and has a list of prohibited behaviours that include (but are by no means limited to):

- Aggressive and/or violent behaviour
- Physical abuse/assault
- Verbal abuse/assault
- Discriminatory actions (physical or verbal) including (but not limited to) racism, sexism, homophobia, etc.
- 'Cyber-bullying' via email, social media, SMS, or any other electronic communication method
- The use/possession of illegal drugs or other illicit substances
- The possession or consumption of alcohol
- Being under the influence of illegal drugs, illicit substances, or alcohol

NON-ACADEMIC MISCONDUCT

Rhodes students and staff that behave in manner that may compromise the wellbeing or safety of others, disrupt training workshops, and/or bring Rhodes's good name and reputation into disrepute will not be tolerated and may lead to disciplinary action. Unacceptable non-academic misconduct includes (but is not limited to):



- Providing Rhodes with false or misleading documents (e.g. ID, qualifications, statements of attainment, evidence, references, medical certificates, etc.)
- Misuse of Rhodes facilities and/or equipment
- Engaging in illegal activities on Rhodes (or contracted) premises
- Disrupting workshops and/or failing to follow Rhodes trainers' and/or other Rhodes staff's | reasonable instructions
- Threatening, harassing, abusing, discriminating against and/or vilifying Rhodes staff members or students
- Stealing
- Vandalism

Please Note: Breaches of the Rhodes Code of Conduct are considered serious and may result in termination of enrolment pending investigation and disciplinary action.

COURSE INFORMATION

COURSES PROVIDED

Rhodes Business School is a nationally accredited and recognised training provider and offers the following courses:

[Certificate III in Business](#)

[Certificate IV in Business](#)

[Certificate IV in Project Management Practice](#)

[Certificate IV in Leadership and Management](#)

[Diploma of Business](#)

[Diploma of Project Management](#)

[Diploma of Leadership and Management](#)

[Graduate Certificate in Leadership Diversity](#)

Rhodes also provides a range of other courses, please view their website www.Rhodesbusinessschool.com.au for more details

ENTRY REQUIREMENTS

Rhodes Business School accepts applications from all students who meet the entry requirements of each course. Applications are accepted on a first come, first served basis but if a course is full, you will be offered a place in a course starting later.

All Rhodes courses are presented in English. A sound understanding of English is required. All workbooks and study materials are in English.

If you are commencing a course with your work, Rhodes will work with your manager to ensure that you have met all the entry requirements for the course outlined.

Whilst Rhodes will always strive to include anyone looking to improve their skills and knowledge to further their career opportunities, our professional and ethical standards insist that we must first ensure that a potential student can complete (and truly benefit from) an Rhodes program. Therefore, the minimum enrolment requirements for all Rhodes VET qualification programs are:

- Proficiency/fluency in English language, literacy, and numeracy
- Workable computer skills (i.e. basic typing skills and familiarity with basic programs such as Microsoft Word)

In line with its Equal Opportunities Policy (See the relevant section of this document for more details), Rhodes will ensure that applicants are treated fairly, courteously and expeditious throughout the process of selection and enrolment.

Please note: If you are under 18 years of age, please notify Rhodes, so that we can arrange parent/guardian approved application process to ensure you can be enrolled.

ENROLMENT PROCESS

Rhodes Business School has a four-step application and enrolment process designed to be as simple as possible for potential student. If, however, you have any questions or problems, please don't hesitate to call us on 07 3540 9978.

Step 1 – Complete Application Form

Forward your completed and signed Rhodes training program application form (with any relevant supporting documents required) via one of the following methods:

- Online – www.Rhodesbusinessschool.edu.au
- Email – enquiries@Rhodesgroup.com.au
- Phone – Call 07 3540 9978 and an Rhodes member of staff will complete your application for you (you will be sent a completed application form to sign)
- Post – Enrolment Applications, Rhodes Business School

Step 2 – Individual Learning Plan Development

An Rhodes course consultant will contact you (within one working day) to organise any necessary paperwork, outstanding forms, and to organise a time for your training facilitator/coach to contact you to discuss the program, your goals, and a strategy (ILP – Individual Learning Plan) for your successful

completion of the training/qualification attainment, or, in the case of face-to-face training, schedule a time for you to attend your study information session (IS).

Your enrolment application and IS/ILP will be assessed by an Rhodes academic manager who will provide confirmation of your enrolment within five (5) working days. If, for any reason, your application has been unsuccessful, an Rhodes manager will provide you with alternative options (if available) or the requirements for enrolment at a future date.

Step 3 – Confirmation of Enrolment

If you have met the enrolment requirements, Rhodes will provide you with a student number, an orientation date, a training start date, and, in the case of VET Fee Help funded programs, a census date.

Step 4 – Start Study

Begin your first study unit and take the first step towards your new career!

STUDENT INFORMATION

ORIENTATION

Rhodes students attending of face-to-face programs, are provided with a full orientation on their commencement day. In the case of online students, your Rhodes facilitator/coach will contact you personally to discuss the program, your goals, and a personal strategy (ILP – Individual Learning Plan) for your successful completion of the training/qualification attainment.

The Rhodes orientation session is designed to give you important information that will help prepare you for your learning and provide you with important information about your program and the support services available, as well as:

- Meeting your workshop facilitators, coaches, assessors and support staff
- Acquainting you with the Rhodes facilities, classes, and resources
- Understanding your course timetable, learning, and attendance requirements
- Understanding the information in the Rhodes Student Handbook
- Understanding your rights and obligations as an Rhodes student
- Understanding your program assessment requirements
- Understanding important emergency and evacuation procedures
- Knowing where to access additional support and/or information when needed

FEES

All students who enrol in a course must pay the tuition fees specified for that study period as a condition of enrolment. Rhodes Business School provides several payment options to assist you.

You can pay upfront or alternatively, Rhodes can arrange for monthly and/or weekly payment plans which can be made using the following payment options:

- Credit Card
- EFT Payment
- Invoice to Company – you will need to provide invoicing details

Rhodes also has a seven (7) day cooling off period. If a student withdraws within seven (7) days of enrolment, a full refund of all monies paid applies.

Fees include:

- All study materials
- All face-to-face lectures and/or access to online classes
- Guest speakers (if applicable)
- General Rhodes support

ATTENDANCE REQUIREMENTS

LEAVE OF ABSENCE REQUIREMENTS

A student may apply for a leave of absence or deferment from a course which will be reviewed by Rhodes.

For international students, you need to consider any requirements on your study visa to ensure that any leave of absence or deferment does not adversely impact on your visa.

MEDICAL CERTIFICATES

If you are absent for medical reasons, you should submit an original and valid medical certificate to Student Services. A sighted copy will be placed on your student file and the original will be returned to you. Please note medical certificates do not alter your attendance but are an important consideration should your attendance or academic performance come under review.

WITHDRAWING FROM ENROLMENT

A student must notify Rhodes of their withdrawal by completing the Notification of Withdrawal form and submitting it to enquiries@Rhodesgroup.com.au if he or she wishes to withdraw from a course. A student who cancels their enrolment is deemed to have withdrawn from enrolment in all subjects in their enrolment program.

GRADUATION

Rhodes Business School holds regular graduation events. To be included in the graduation ceremony, you will be notified by Rhodes to be invited to the upcoming graduation ceremony. All assessments will be finalised by Rhodes before graduation is confirmed.

STUDENT ID NUMBERS

It is a requirement that all students, at commencement of Australia qualifications training will require a 'Unique Student Identifier (USI)'. This is a government requirement that enables you to access all training and education you have completed in a central database.

To obtain a USI please go to the USI website www.usi.gov.au and follow the student prompts. If you already have a USI, please provide it on your enrolment form. Please keep your USI safe as this will be requested for any other nationally recognised training with future education providers.

You will also receive a Rhodes Student ID number, which will be used for the duration of your time at Rhodes Business School.

SUBMISSION OF ASSESSMENTS

All Assessments are to be submitted through the student portal with the cover sheet attached for each training program. Re-submission of assessments can only be done with prior approval from your facilitator/trainer/assessor.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is a process of recognising a student's knowledge, experience, and skills that they have gained through their education, work, and other learning, which, if deemed to be of a high enough standard, can be used to gain a credit (see the 'Credit' section of this document for more information) in a module(s) or unit(s) of competency.

If you wish to be considered for RPL or to confirm your suitability, please email Rhodes at enquiries@Rhodesgroup.com.au or call 07 3540 9978.

TRAINING EVALUATION

Rhodes Business School is committed to the continuous evaluation and improvement of its programs, materials, training methods, and assessments.

To assist us in this task, at various stages of your program you will be asked to complete surveys relating to your training, which we would be extremely grateful if you could take the time to fill out (you have the option to complete them anonymously if you prefer).

All survey responses are reviewed and discussed during our regular 'continuous improvement' management meetings and, where necessary/appropriate, feedback and suggestions to improve our standards of service and delivery are implemented.

PUBLIC TRANSPORT CONCESSIONS

All standard Australian/State/Local public transport (including rail, ferry, and bus) concessions apply to Rhodes students studying full-time for a VET qualification.

Please Note: Distance/overseas students must check with the appropriate local authority regarding their eligibility for such concessions.

PERSONAL PROPERTY

Personal property is the responsibility of the owner should not, therefore, be left unattended, loaned, or left in the care of others. Additionally, valuable items not required for study should not be brought to face-to-face study sessions or onto Rhodes (or contracted) premises.

Rhodes cannot be held responsible for the security and safekeeping of personal property.

MOBILE PHONES

Mobile phones (and some other electronic devices) can be highly disruptive to workshops and negatively impact on the students, the tutors, and your own learning experience.

To ensure a training space conducive to learning, Rhodes asks that all mobile phones (and other devices not required for learning) be switched off or switched to silent during all training workshops.

Urgent calls may, of course, be attended to; however, students doing so should take all measures to minimise disruptions to the workshop and should quietly excuse themselves and take the call outside (or in a more suitable location).

SMOKING

All Rhodes (and contracted) premises are smoke-free zones - as such, smoking is not permitted inside (or around) any Rhodes facility. Students wishing to smoke must do so away from Rhodes premises and in an appropriate designated smoking area.

As a part of your orientation for face-to-face training, your Rhodes workshop facilitator will explain the location(s) of the designated smoking areas.

RHODES POLICIES

WORKPLACE HEALTH AND SAFETY

Rhodes takes its duty of care to its staff and students extremely seriously and adheres to a strict WHS policy (aligned to Australian WHS legislation/regulations) designed to safeguard the health, safety, and welfare of anyone who works for (either directly or on contract) or studies with the organisation, or anyone on Rhodes (or contracted) premises.

Rhodes recognises (and emphasises) that WHS is everyone's responsibility. All Rhodes staff and students are fully informed of WHS requirements and responsibilities via the induction and orientation process. For everyone's safety and welfare, all Rhodes students and staff are expected to abide by the WHS policy and are required to know aspects of WHS such as evacuations, fire drills, what to do in the case various emergencies, and other relevant safety matters.

Rhodes ensures that external training venues have appropriate WHS policies and procedures in place. Rhodes staff and students are legally required to:

- Immediately report any potential WHS issue to a Rhodes member of staff and/or other students
- Not place themselves (or others) at risk
- Use equipment for the tasks they are designed to do and operate them in a safe and responsible manner
- Reporting damage to any object that could, in turn, cause damage, injury, or risk from the object
- Follow safety procedures, such as:
 - First aid
 - Fire drills
 - Safe lifting/lowering/Pushing/Pulling/Holding
 - Stress and anxiety management
 - Spilled liquids clean up
- Use training rooms and/or study areas in a safe condition (including ensuring there is no food or liquid in a position where it may damage electronic equipment and/or cause fire)

Please Note: Non-adherence to the Rhodes WHS policies and procedures has the potential to cause significant harm or even death. Any breach of the Rhodes WHS policy is considered serious and, in certain cases, can result in termination of employment/enrolment pending investigation and disciplinary action.

ACCESS AND EQUITY

Rhodes Business School stringently applies 'access and equity' principles across all its policies and procedures to ensure a learning environment free of harassment and/or discrimination, to encourage the full and equitable involvement of the students in its programs, and to help students to achieve the learning and career outcomes they have identified.

Every student and/or client who meets the entry requirements (if applicable) as prescribed by the appropriate Training Package or funding body will be accepted into the relevant program.

We are committed to all learners having access to programs irrespective of gender, culture, linguistic background, race, location, socio-economic background or disability.

For further details please request a copy of our Access and Equity policy.

THIRD PARTY ARRANGEMENTS

Rhodes Business School has strategic relationships with third-parties to engage with and enrol suitable potential students and pay a commission for these enrolments. Rhodes is solely responsible for the full payment of these commissions and no student should ever pay (or be asked to pay) these commissions.

Rhodes has strict agreed codes regarding broker conduct – if you believe that a broker has misrepresented Rhodes, or engaged in any unprofessional, unethical, or illegal practices to enrol you (or someone you know), please let Rhodes know as soon as possible.

PLAGIARISM

As defined by Australian legislation, VET qualification projects, assignments, essays, and assessments must be the student's own work (including materials from staff, other students, publications, or the internet). As such, cheating/plagiarism are considered as very serious offences that Rhodes does not tolerate and that can result in dismissal from your training program.

Rhodes will thoroughly investigate any incident of possible cheating/plagiarism (the copying of another student's work) and, if evidence of such practices is found, the offending student will be excluded from that specific unit of competency (the student will have the opportunity to repeat the unit at the appropriate cost of re-enrolment).

If a second offence occurs, the student may face instant dismissal from their program.

Legislation does allow for a limited use of another's work (for example, in the case of sighting relevant case studies). In such circumstances, if the words or work of another person (either by direct quotation, paraphrasing, or using the other's ideas), formal referencing must be used to identify the original author and source must be used.

Anyone who seeks to mislead a third party by suggesting that the work, ideas, or words, of another person or organisation are their own is guilty of plagiarism.

IF YOU SUSPECT SOMEONE IS PLAGIRISING....

You should direct your suspicions to your workshop facilitator, your coach, or to the Rhodes Academic Manager (via enquiries@Rhodesgroup.com.au or 07 3540 9978) who will thoroughly investigate the matter and take appropriate action. In all cases, the student in question will be immediately advised

and given ten (10) working days to show cause as to why disciplinary action should not be taken against them.

Any student found to have been plagiarising work, face the possibility of disciplinary action that, dependant on the severity of the offence, can range from a 'fail' result in the relevant unit of competency, to dismissal.

PERSONAL INFORMATION STORAGE AND SECURITY

- Accurate
- Up-to-date
- Complete
- Relevant to the purpose for which it is was collected
- Not misleading
- Respected
- Safe

Rhodes stores all client and student information on a highly secure, state-of-the-art RTO and CRM system. All systems and hard-copy files are kept on secure, locked, and alarmed premises.

YOUR RIGHT TO ACCESS RECORDS

As defined by the Australian Privacy Act (1988), all individuals have a legal right to access (or obtain a copy of) the personal information collected and stored about them.

If you would like to see the information relating to you stored by Rhodes simply contact Rhodes via enquiries@Rhodesgroup.com.au or 07 3540 9978. There is no charge for this service and Rhodes Business School commits to provide this information within ten (10) days of receipt of application.

If you consider your personal information to be incorrect, incomplete, out of date, or misleading, you can request changes to be made in writing. Where information inaccuracies are found, corrections will be made. If you request that a record be amended due to inaccuracy, but the information is found to be correct, the details of the request for amendment will be noted on the record.

Written requests for access to or to obtain a copy of personal information held by Rhodes should be emailed to enquiries@Rhodesgroup.com.au

SUSPENSION

Students should be aware that they can be suspended from study for:

- Late payment of fees

- Ongoing non-attendance (without ample reason and supporting documentation)
- Disruptive and/or abusive behaviour
- Non-adherence to the Rhodes ‘Code of Conduct Students’
- Theft from Rhodes, Rhodes staff, or from another student
- Bullying, discrimination, or harassment of any Rhodes staff member or student
- Plagiarism
- Non-adherence to any behavioural policy, procedure, or standard detailed in this handbook

Please Note: In line with the Rhodes Complaints and Grievances Policy any student has the right to appeal against a suspension in writing to enquiries@Rhodesgroup.com.au and addressed to the Operations Manager.

COMPLAINTS AND GRIEVANCE

A complaint or grievance can relate to both academic and non-academic matters and, as it might pertain to Rhodes, is typically defined as ‘an individual, group, or organisation’s expression of dissatisfaction a service or activity (or part thereof). For example:

- Unfair treatment or unprofessional behaviour
- The standard of training provided
- The standard of training materials provided
- The enrolment, orientation, or induction process
- Non-adherence to the Rhodes Privacy Policy – e.g. mishandling of personal information/records
- Academic issues such as progress reports, assessment timing or standards, or curriculum issues

Regarding non-academic complaints and grievances, the term ‘complainant’ applies to current and potential Rhodes students.

As a part of our commitment to providing a service of the highest possible standards, the Rhodes ‘Complaints & Grievance Handling’ policy ensures that in the rare event that an issue arises regarding our services standards, it is dealt with in a prompt, effective, and fair/equitable manner.

The complaint and grievance procedures in the policy have been specifically developed and implemented to ensure that any cases of dissatisfaction are responded to quickly and effectively.

The policy includes but is not limited to:

- A commitment to resolving complaints promptly in an efficient manner
- Prioritising the redress of complaints
- Maintaining grievance handling procedures that focuses on the student’s and/or client’s needs
- and assists Rhodes in such issues being repeated
- Developing and maintaining a workplace culture that views complaints as a rare and unfortunate (but necessary) part of the continuous improvement process
- Ensuring confidentiality and understanding when dealing with complaints and that each complainant and respondent’s views are respected and that no party to a grievance is victimised or discriminated against
- Ensuring consistency in decisions and outcomes when dealing with grievances

REFUNDS & CANCELLATION

Rhodes Business School has a policy of being fair and equitable regarding applications for refund and cancellations and will consider all reasonable applications on their individual merits. Please refer to Rhodes Business School Refund and Cancellation Policy for further details.

DISCRIMINATION & HARRASSMENT

Discrimination and harassment are both unacceptable behaviours at Rhodes Business School. Discrimination may be direct or indirect – both are against the law.

Direct discrimination means treating someone unfairly or less favourably because of one of the personal characteristics listed above or because of their association with someone identified with one of those characteristics.

Examples:

- Refusing to enrol a student because he has Hepatitis C
- Refusing to allow a Muslim student to wear the hijab
- Failing to hire a suitably qualified teacher because of his or her sexual orientation

Indirect discrimination happens when a rule, policy, or requirement unnecessarily or unreasonably disadvantages a person or group of people because of a protected personal characteristic they share.

Examples:

- Imposing a requirement that all students take notes from the whiteboard without assistance may unreasonably disadvantage a student with vision impairment.

Harassment is behaviour (through words or actions) based on the personal characteristics listed above that are unwanted, unasked for, unreturned and likely to make the training and/or work space unfriendly or uncomfortable by:

- Humiliating someone/putting someone down
- Seriously embarrassing someone
- Offending someone/hurting someone's feelings
- Intimidating someone/threatening someone so they behave in a certain way

Examples:

- Name calling
- Stereotyping jokes
- Offensive comments

SEXUAL HARASSMENT

Sexual harassment is an unwelcome sexual advance; request for sex or any other sexual behaviour that a reasonable person would know or expect would offend, humiliate, seriously embarrass or humiliate another.

Examples:

- Unwanted touching
- Unwelcome sexual innuendo or jokes
- Displaying sexually explicit material (posters, emails, internet sites)

RACIAL AND/OR RELIGIOUS VILIFICATION

Racial and religious vilification is unacceptable at Rhodes. Vilification is behaviour (through words or actions) that incites hatred, serious contempt or ridicule of another person or group of people because of their race or religious belief.

Examples:

- Public threats of harm
- Encouraging others to hate someone because of their religion
- Racist statements made in a public meeting
- Racist graffiti

BULLYING

Bullying is unacceptable at Rhodes. Bullying is unreasonable behaviour that is intimidating, threatening or humiliating and repeated over time or occurring as part of a pattern of behaviour. Bullying can be physical, verbal or indirect, and creates an unfriendly, threatening or offensive environment.

Examples:

- Taking or damaging another person's property
- Excluding or isolating someone
- Subjecting someone to homophobic abuse
- Deliberately withholding information affecting their work performance

VICTIMISING

Victimisation means treating someone unfairly or otherwise disadvantaging them because they have made an EO (Equal Opportunity) complaint or might do so in the future.

Rhodes Business School will act to prevent discrimination, harassment, vilification, bullying and victimisation and to promote a safe and inclusive school.

Rhodes will take immediate and appropriate action to address and resolve EO issues and complaints.

Rhodes will act to promote human rights both in terms of policy and practice and within its educational activities and culture.

Human rights based approach means taking steps to assess the school's decisions and actions within the framework of the Charter and taking proactive steps to encourage and promote wider school discussion and student learning on the key Charter themes of Freedom, Respect, Equality and Dignity.

STUDENT SUCCESS

Rhodes Business School staff are highly regarded within the industry, and our student's success is paramount to Rhodes, which is complemented by providing an environment free from harassment and discrimination. Rhodes welcomes all students to enjoy and grow in this environment and encourages a positive learning experience.

If you require assistance or support throughout your time at Rhodes, please contact Rhodes Business School on 07 3540 9978 or enquiries@Rhodesgroup.com.au

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All informatuion is believed correct at time of printing.