



ACADEMY OF
TECHNOLOGY
AND INDUSTRY
by UCT ONLINE HIGH SCHOOL

ACADEMY OF TECHNOLOGY AND INDUSTRY LEARNER CODE OF CONDUCT AND DISCIPLINARY PROCEDURES



OVERVIEW

Purpose	The purpose of the Learner Code of Conduct is to ensure that the principles of a safe, inclusive, and ordered teaching and learning experience, are clear to all and consistently upheld.
Custodian	Director of Learning Experience
SME	
Approval Authority	Chief Executive Officer
Version History	Version 1, effective 1 January 2026



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Definitions

Account Payer: the person responsible for meeting the terms and conditions for enrollment for a qualification offered through the Academy of Technology and Industry. For a learner who is under the age of 18 at the point of registration, the Account Payer must be a parent or legally recognised guardian.

Artificial Intelligence (AI): any machine or computer system designed to perform tasks that typically require human intelligence. This includes cognitive functions such as learning, reasoning, problem-solving, understanding language, and recognizing patterns.



Assessment: a continuous and planned process of identifying, gathering and interpreting information about the performance of learners. It involves four steps: generating and collecting evidence of achievement; evaluating evidence; recording the findings and using information to understand and thereby assist the learner's development in order to improve the process of learning and teaching. Assessment can be formal (contributing to the award of a qualification), or informal (assessment for learning purposes that does not contribute directly to the grades awarded for the achievement of the qualification). In both cases regular feedback should be provided to learners to enhance the learning experience.

Final Integrated Supervised Assessment (FISA): the formal assessment administered by an accredited Skills Development Provider, that evaluates the extent to which a learner is able to integrate the combined outcomes of a course's Knowledge Modules, Skills Modules and Work Experience Modules.

Learner Disciplinary Committee: a staff-led panel, chaired by a senior staff member, responsible for investigating behavioral infringements and issuing appropriate sanctions to learners:

Online Campus: the digital learning environment where the Valentre Institute provides course materials and learner services via the Internet, allowing learners to complete coursework from remote locations without physically attending a traditional, brick-and-mortar school.

Plagiarism: the practice of taking someone else's work or ideas and passing them off as your own. Plagiarism is a form of cheating.

Proctoring: the process of supervising individuals taking an assessment or exam to ensure fairness, verify identity, and prevent cheating.



Support Advisor: a member of the Academy's Support Team responsible for assisting a learner with administrative queries and non-academic guidance.

The Invigilator App (TIA): a remote proctoring and exam monitoring tool designed for educational institutions to ensure academic integrity during online assessments.

Typing/Scribe Concession: an assessment accommodation that supports learners who experience significant difficulties with handwriting due to a learning disorder, visual impairment, physical disability, injury, or other approved barrier to writing. The concession allows the learner to either type responses using a secure computer with only Notepad available or dictate responses to a trained scribe, who records them exactly as stated. The learner remains responsible for generating all answers independently, while the accommodation ensures that writing difficulties do not unfairly affect their ability to demonstrate their knowledge and skills.



1. Scope

This Code of Conduct applies to all learners who are enrolled at the Academy of Technology and Industry.

2. Principles

2.1. We believe that collaboration and engagement are central to cultivating a rich learning experience that is both stimulating and safe for all members of our learning community. This document sets out the standards of conduct that we expect of our learners, to the mutual benefit of everyone in our community.

2.2. Accordingly, as a learner at the Academy of Technology and Industry, you should:

2.2.1. Comply with all Academy of Technology and Industry policies and familiarise yourself with all the provisions set out in this Code of Conduct.

2.2.2. Participate fully in all academic activities as required by your individual courses and programme and take responsibility for your learning.

2.2.3. Treat others with respect and dignity at all times, and refrain from behaviour that hampers or obstructs the work of the Academy of Technology and Industry and its community.

2.2.4. Comply with any reasonable instruction from an authorised staff member of the Academy of Technology and Industry.

2.2.5. Ensure that all information provided by you to the Academy of Technology and Industry is true and accurate, and inform the Academy of Technology and Industry timeously of any changes to your personal information.

3. Acceptance

3.1. This Code of Conduct represents a mutual understanding between learners and account payers, and the Academy of Technology and Industry. The Academy of Technology and Industry undertakes to do everything that it reasonably can, within the limits of the resources available, to ensure that every learner has the best possible opportunity to realise their full potential. For their part, learners



undertake to follow the spirit, principles, and specific requirements of this Code of Conduct, both for their own benefit and for the benefit of the Academy community as a whole.

3.2. Accordingly, on enrolling at the Academy of Technology and Industry for the first time, each learner or account payer is required to confirm that they have read, fully understand and accept the principles, standards of behaviour and specific requirements set out in this Code of Conduct.

4. Integrity

4.1. Learners are expected to uphold the principles of integrity at all times. Any work that you submit for assessments must be your own, and you should reference your work appropriately. If you are in any doubt about the requirements of integrity, and what constitutes plagiarism or cheating, check the InfoHub for useful resources.

4.1.1. Plagiarism is the practice of taking someone else's work or ideas and passing them off as your own and is a form of cheating. To avoid the risk of plagiarism in your assignments, always provide the sources of information that you are using to make your argument, including the links to online sources.

4.1.2. Artificial Intelligence (AI) applications such as ChatGPT are now widely available and are integrated with other online tools, such as Google. You should be careful when using AI applications and you must not use AI to compose answers for your assessments, for tests, or for examinations. The improper use of AI can be detected and is regarded as cheating.

4.1.3. Online applications such as WhatsApp and Telegram are widely and productively used to connect groups of people with common interests. Learners may not use an online group to receive assistance during a test or examination or to provide assistance to others. Using an application such as WhatsApp during a test or examination is cheating.

4.2. Dishonesty is a serious phenomenon that should be collectively condemned by all stakeholders. It includes, but is not limited to, the following acts of dishonesty:



- a. Accessing prohibited sites, resources, tools or apps that may be of assistance to the learner while writing a test or examination.
 - b. Failing any proctoring measures on The Invigilation App (e.g., selfies, screen capture, etc).
 - c. Copying or attempting to copy from notes or obtaining help from another learner or any individual.
 - d. Assisting or attempting to assist another learner during a test or examination session. This includes any discussion on a WhatsApp group about the paper while other learners are still writing.
 - e. Being found in possession of unauthorised material during the examination, including unauthorised electronic devices.
 - f. Submitting work that is not yours and presenting it as your own.
 - g. Stealing and leaking a question paper and/or having access to a leaked paper before the examination or test.
 - h. Possessing notes or any unauthorised material that could assist in answering questions related to the subject matter.
 - i. Submitting two different answer scripts as the same learner.
 - j. Identifying different sets of handwriting in an answer script.
 - k. Submitting an answer script via email or other means, rather than through The Invigilation App.
- 4.3. Your progress through your programme is measured by the grades you receive for assessments, and for the Final Integrated Supervised Assessment for your programme. In order to achieve your best possible outcome for a test or examination, you should:
- 4.3.1. Familiarise yourself with the specific requirements for each test or examination, which set out the expectations and importance for you for each of these assessment events.
 - 4.3.2. Before you start, power up your devices with sufficient time before the start of your assessment to allow for any automatic updates that your devices may need to do. Make sure you are logged into The Invigilator App with your Academy of Technology and Industry Google account, that your phone battery is fully



charged, and that you have a stable internet connection and enough data available for at least the start and end of your test. Before you begin, ensure your sound and camera are fully functioning.

4.3.3. At the beginning and end of the test, examination, or assessment, you must also complete the online declaration that your work is your own and that you have followed the required procedures.

4.3.4. During the test or examination, keep your phone volume on full for the duration of your test so that you can hear the prompts sent to you on your phone, and stay within The Invigilator App. Take the required selfies as soon as prompted to do so. While the test or examination is in progress, you may not communicate with any other person directly or via WhatsApp, Telegram or any other social media channel (with the exception of requesting technical assistance via the official Academy of Technology and Industry channel. Should you do so, please keep chat transcripts as evidence).

4.3.5. Your test and examination answers must be handwritten unless you have an approved typing or scribe concession. This concession approval must be stated in the form of an internal Academy of Technology and Industry concession approval letter.

4.3.6. Your test and examination answers must be your own work. You may not use any form of Artificial Intelligence (AI) during the examination, and you may not copy material into your answers from any source, including any online resource or the Online Campus.

4.3.7. Once the assessment writing time is complete, you have 10 minutes to scan and upload your script. Once you have started, you must complete the process within the 10 minutes of permitted scanning time. Once you've scanned your script, review it carefully before uploading to ensure that the full content has been captured and is legible.

4.3.8. If you encounter connectivity issues that prevent you from uploading your data, the upload will remain in the "pending" state. If this happens, you have 48 hours to complete the upload. It is your responsibility to ensure that your upload is completed within 48 hours.



4.3.9. Scripts can only be submitted using The Invigilator App and may not be submitted via email unless you are a learner with an approved Typing/Scribe concession.

4.3.10. Should you encounter any issues during a test or examination, it is your responsibility to reach out immediately to your Support Advisor with valid, timed and dated evidence in order to receive troubleshooting assistance.

5. The Invigilator App ("TIA")

Online learning requires, by its nature, its own form of invigilation for tests and examinations. This is referred to as "proctoring", the formal term for invigilation, and we use a specialised online app called The Invigilator App (TIA) for this purpose. Learners must familiarise themselves with TIA and follow the instructions that are provided to avoid being penalised. We have summarised what you need to know about TIA below.

5.1. Tests and examinations require learners to have TIA installed and set up on their laptop/computer, their Academy Chrome account and their mobile phone. Learners will access and complete their test or exam by using the TIA Browser version on their Laptop/Computer (with a functioning mic and camera). The mobile phone must be used for scanning and uploading scripts. iPads and tablets do not meet the technical requirements for proctored assessments, meaning the learner will not be able to start their tests unless they switch to a compatible device.

5.2. Account payers must ensure that there is access to a functional laptop or desktop computer that meets the following minimum requirements:

- 2015 or newer device
- Intel i3 or better, 2.0+ GHz processor
- Windows 10+ or macOS 10.15+
- 4+ GB RAM
- Functional webcam and microphone

5.3. While the learner is writing their assessment, TIA will have access to the following:



- Camera functionalities, including requesting randomised selfies and recording the learner's screen and video during each test.
- Microphone functionalities, detecting any voices or noises during the test.
- Screen monitoring, capturing information about the websites accessed during the assessment.

5.4. The data collected via TIA will be used to identify and flag the following suspected instances of academic misconduct:

- Failure to upload the required selfies at the correct time.
- Mismatch between uploaded selfies and the master selfie on record.
- Noises detected in the microphone recording.
- Video failures, including multiple faces appearing in the recording or no faces being detected.
- Having multiple tabs open during an assessment.
- Object detection, such as using a phone during the session.
- Out-of-app time: Leaving the TIA app for more than 10 minutes.
- Screen capture failures: If the system is unable to view your desktop screen, your assessment may be invalidated.

5.5. Learners must only have an Online Campus test component, test, or examination paper open in the TIA Web Browser open during an examination or test. All other tabs, windows, browser apps, notes, folders, YouTube, Spotify, WhatsApp, AI or pinned apps must be closed. If you need WhatsApp or your Academy Gmail to contact your Support Advisor, you must keep that chat transcript as evidence for appeal purposes.

5.6. If you experience any technical difficulties with the TIA Web Browser, please contact your Support Advisor as soon as possible. Include dated and timed screenshots of the issue so that we can assist quickly and effectively.

5.7. If a learner under the age of 18 is flagged for academic misconduct, their account payer will be notified, in writing, of the academic misconduct allegation and the appropriate sanction. Possible sanctions for academic dishonesty include a written warning, declaring the marks as null and void (zero grade), suspension and withdrawal.



5.8. Account payers and learners have the right to appeal the decision and/or sanction of the Academy Assessment Irregularities Committee. The appeal must be submitted in writing within three Academy days after the formal communication to the learner or account payer. The appeal must be substantiated and indicate the following:

- a. The reason for the appeal.
- b. The possible mitigating circumstances.
- c. What a more reasonable outcome could be.

5.9. The Committee will consider the appeal and communicate the outcome in writing within five Academy days.

6. Regular Learner Attendance

6.1. Academy of Technology and Industry learners are required to attend the Academy regularly and punctually. Attendance refers to the act of logging into the Online Learning Campus to access the academic content. If a learner persists in being absent without a valid reason, the learner will be charged with a breach of this Learner Code of Conduct.

6.2. Any of the following is a valid reason for the absence of a learner from the Academy:

- a. Death of a family member.
- b. Sickness or illness, for which the Head of the Academy may require communication with the learner's account payer if the learner is unable to attend. Written confirmation from a registered medical practitioner may be required if the illness lasts longer than three days.
- c. Giving birth, subject to written confirmation from a registered medical practitioner.
- d. Religious or cultural observances. The Academy must be notified at least 10 days before the religious or cultural event unless this was not practically possible.
- e. Appointment at court, social services, or other official agency, for which the Head of the Academy may require documentary proof.



- f. Suspension by the Academy of Technology and Industry Learner Disciplinary Committee.
- g. Any acts of nature outside of human control.

7. Social Media

7.1. Social media is a facility that enables communication and publication over the Internet including, but not limited to, blogs, platforms such as Meta (Facebook), Instagram, Live.ly, Music.ly, Twitter, Snapchat, Facebook Messenger, YouTube, WhatsApp, TikTok, Twitch, gaming platforms and any other similar forms of online communication.

7.2. Social media is a useful tool, which comes with many learning benefits and opportunities. But if social media is not used well it can present significant risks to you, to others, and to organisations, with long-lasting repercussions. Whilst we encourage and respect freedom of expression, we have an obligation to protect you and our community from the adverse effects of social media use.

7.2.1. Learners are required to refrain from uses of social media that may bring the Academy of Technology and Industry into disrepute. Learners must also ensure that all their communications on social media are lawful, do not cause harm and do not infringe on other learners' rights.

7.2.2. You may not publish any personal information from any other individual associated with the Academy (including videos, images, photographs or messages of or from them) without their express permission.

7.2.3. Learners are expected to make use of internal processes to voice grievances against the Academy of Technology and Industry rather than making use of social media platforms. This requirement does not restrict learners' rights to bring grievances to the attention of the Academy's management or to receive a fair hearing of their concerns.

7.2.4. Learners may not post anything on a social media channel that constitutes banned content. This includes:

- * content that unfairly discriminates based on any individual characteristic including but not limited to gender, race, sexual orientation, religion and ethnicity.



- * pornographic images and content that is graphic, violent or otherwise offensive.
- * defamatory content, or content that is harassing or threatening and could cause someone physical, mental or emotional harm.
- * any content that could negatively affect the Academy of Technology and Industry or any member of its community, including any content that discloses private information about our Academy, learners or our staff.
- * any content that may be used for unlawful purposes, or that aims to assist with unlawful conduct.
- * any content that does not belong to you and is therefore someone else's intellectual property.
- * any content that is fraudulent or untrue.

7.2.5. Learners may not use any Social Media platform to impersonate an Academy of Technology and Industry staff member, or another learner.

7.2.6. The Academy of Technology and Industry retains the right to examine the social media accounts of any learner where there is reasonable suspicion of wrongdoing which may bring the Academy into disrepute. If you become aware of a discussion, posting, comment or misrepresentation on social media that violates this Code of Conduct, you should immediately notify the Support Team. This notification should, if possible, be accompanied by a screenshot of, and a link to, the relevant content.

8. Learner WhatsApp Groups

8.1. The Academy of Technology and Industry has formal channels for communicating with learners on all aspects of learning, teaching and associated activities, and does not use WhatsApp or WhatsApp groups to communicate with learners.

8.2. Learners must refrain from using WhatsApp groups to bully or post disparaging comments against other learners or staff.

8.3. The use of WhatsApp and WhatsApp Groups is expressly forbidden during examinations or in relation to any test or academic assessment activity. The use of



WhatsApp during any assessment exercise will be regarded as cheating in terms of the Academy's disciplinary policies.

9. Cybersecurity and Data Privacy

9.1. Following best-practice principles for cybersecurity and data privacy is important for everyone but essential for an Academy community that depends entirely on online communication and engagement. Following our code of conduct for cybersecurity and data privacy is essential to keep us all safe in a world in which cybercrime and data theft are everyday occurrences.

9.1.1. You should not submit any confidential or sensitive information about yourself, other learners or staff in response to any unauthorised request. This includes any personally identifiable information (such as names, ID numbers, email addresses, social media handles or phone numbers). Any approach which has not been explicitly recommended by a staff member of the Academy of Technology and Industry (or linked to in course notes, help articles or other sources published by the Academy of Technology and Industry) should be considered unauthorised. If in any doubt, consult the Support Team..

9.1.2. You may not submit any content that is subject to copyright to any unauthorised third party (including any AI tool). This includes Academy of Technology and Industry course notes and material, and content from textbooks or other sources that have copyright notices.

9.1.3. As an Academy of Technology and Industry learner, you have a Google Workspace account that is associated with your student number. You may not share your Google Workspace credentials with anyone or allow anyone else to use your Academy of Technology and Industry account. In addition, you may not reuse your Google Workspace credentials (username and/or password) for any other third-party systems or services as this poses a security risk should the third-party provider be compromised. You must follow password and account security-related recommendations provided by Academy of Technology and Industry technical support staff.



9.1.4. If you use a shared computer to access Academy of Technology and Industry systems, you must log out of your Google Workspace account and close all browser windows before leaving the workstation.

9.1.5. You may not use your Academy of Technology and Industry email address to sign up for any unauthorised third-party services. You must immediately report any suspicious or unauthorised activity you detect taking place using your account credentials.

9.1.6. You are granted access to various online systems as a benefit of your enrolment at the Academy of Technology and Industry and you may not attempt to access restricted content or functionality, or in any way attempt to compromise the security or stability of any system. You must adhere to all licence terms stipulated and use these systems in accordance with instructions from Academy of Technology and Industry staff.

9.1.7. You should take reasonable precautions to ensure that the computer you use to access any Academy of Technology and Industry system is free from viruses and spyware. This includes keeping your computer's operating system, antivirus software, and web browser up-to-date.

9.1.8. On leaving the Academy of Technology and Industry, you must delete any confidential or private information that you may have stored locally.

10. Misconduct and disciplinary procedures

10.1. All learners are expected to follow the guidelines and requirements of this Code of Conduct as well as the stipulations of other relevant Academy of Technology and Industry policies. Infringements of these requirements may constitute misconduct, resulting in a disciplinary sanction. All allegations of misconduct are investigated with an emphasis on fairness, impartiality, and a remedial solution. Appropriate support for all those involved in a disciplinary issue is provided by the Academy's Safeguarding Coordinator and Wellbeing and Engagement Team.



10.2. Infringements of the Learner Code of Conduct are classified in terms of three levels of increasing severity, as set out in the Appendix and are updated by the Disciplinary Committee from time to time. Prescribed forms and levels of misconduct included in the table are not intended to be exhaustive and rather serve as an indication of the types and severity of potential infringements.

10.3. All reports and complaints of learner misconduct must be submitted to the Support Team who will report to the Disciplinary Committee using the prescribed form. All complaints will be treated in strict confidence.

10.4. All complaints are handled by the Disciplinary Committee, which meets once a month and is chaired by a senior member of staff. If the alleged infringement is at a Level Two, a member of the Disciplinary Committee will be delegated to investigate the complaint and recommend an appropriate sanction for approval by the committee.

10.5. If the alleged infringement is at a Level Three, the Disciplinary Committee must initiate a Disciplinary Hearing with an appropriately qualified Chair who is not a member of staff at the Academy or Valenture Institute. The learner(s) against whom the allegations have been made, and their primary guardian on record, will be given at least five learning days written notice of their Disciplinary Hearing and will be invited to attend online to present their side of the story and make representations.

11. Appeals

11.1. Any learner may appeal a sanction for an infringement at Level One, Two or Three. A learner wishing to appeal a sanction must notify the disciplinary committee in writing via the Support Team and within five learning days of receiving notification of the sanction from the Learner Disciplinary Committee. An appeal against a Level One sanction will be heard and resolved by a member of the disciplinary committee who was not involved in the initial investigation and sanction. Appeals against Level Two and Level Three sanctions will be heard by an appropriately qualified adjudicator who is not a member of staff at the Academy or Valenture Institute.



11.2. All complaints, as well as the deliberations of the Learner Disciplinary Committee and, for Level 3 infringements, the hearings of Disciplinary Committees, will be treated in strict confidence. If either complainants or respondents are concerned about the consequences of a disciplinary process for their health, safety or wellbeing, they should approach the Support Team, also in confidence.

Appendix: Prescribed Levels of Misconduct

Infringements of the Learner Code of Conduct are classified in terms of three levels of increasing severity, as set out in the table below. Prescribed forms and levels of misconduct and sanctions included in the table are not intended to be exhaustive, and rather serve as an indication of the types of infringements, severity and potential sanctions that could be imposed. This table is updated as required by the Learner Disciplinary Committee.

Level One Misconduct

Infringement	Sanction
Minor infringements of cybersecurity policy (e.g., sharing Google Workspace credentials, inadequate password protection).	Oral or written warning; Remedial session with Support Advisor.
Minor misuse of social media channels that are associated with the Academy.	Oral or written warning; Remedial session with Support Advisor.
Failure to follow an instruction from a Facilitator, Support Advisor, or other member of the Academy staff.	Oral or written warning; Remedial session with Support Advisor.
Dishonesty.	First written warning; Zero grade for the assignment, test or examination; Suspension.



Level Two Misconduct

Infringement	Sanction
Repeated Level One infringements.	Formal written warning, kept on file; Remedial session with Support Advisor; Warning of potential cancellation of bursary or scholarship (if applicable).
Significant infringements of cybersecurity policy (e.g., submitting personal information to unauthorised parties; breaches of copyright).	Formal written warning, kept on file; Remedial session with Support Advisor; Warning of potential cancellation of bursary or scholarship (if applicable).
Significant misuse of social media channels (e.g., posting personal information about other learners or staff members without their permission or unsanctioned use of Academy branding on social media).	Formal written warning, kept on file; Remedial session with Support Advisor; Warning of potential cancellation of bursary or scholarship (if applicable).
Participating in bullying and/or intimidation by supporting or encouraging the instigator.	Formal written warning, kept on file; Remedial session with Support Advisor; Written apology to affected parties; Warning of potential cancellation of bursary or scholarship (if applicable).
Supporting others in speech or actions intended to denigrate others in terms of racial identity, ethnicity, nationality, gender or sexual identity.	Formal written warning, kept on file; Remedial session with Support Advisor; Written apology to affected parties; Warning of potential cancellation of bursary or scholarship (if applicable).
Repeated disregard of instructions from members of the Academy staff; disrespect towards Support Advisors, Facilitators and any other member of the Academy staff.	Formal written warning, kept on file; Suspension from the Online Campus (maximum of three days); Remedial session with Support Advisor; Written apology to affected parties; Warning



	of potential cancellation of bursary or scholarship (if applicable).
Repeated acts of dishonesty.	Second written warning, kept on file; Zero grade for the assignment, test or examination; Remedial session with Support Advisor; Warning of potential cancellation of bursary or scholarship (if applicable).

Level Three Misconduct

Infringement	Sanction
Repeated Level Two infringements.	Final written warning, kept on file; Remedial session with Support Advisor;
Severe infringements of cybersecurity policy (e.g., sharing the personal data of others without explicit permission; any activity designed to gain unauthorised access to online accounts and resources).	Final written warning, kept on file; Remedial session with Support Advisor; .
Severe misuse of social media channels (e.g., posting banned and offensive content; using social media to bring the Academy into disrepute).	Final written warning, kept on file; Remedial session with Support Advisor; Cancellation of bursary or scholarship (if applicable).
Bullying and/or intimidating others by making fun of, threatening, ridiculing, or humiliating a person or group of people, whether on the basis of their appearance, physical characteristics, sexuality, cultural background, religion, or otherwise.	Final written warning, kept on file; Suspension from the Academy; Remedial session with Support Advisor;
Speech or actions intended to denigrate others in terms of racial	Final written warning, kept on file; Suspension from the Academy;



identity, ethnicity, nationality, gender or sexual identity.	Remedial session with Support Advisor;
Any form of impersonation, identity theft, or identity fraud, including submitting falsified documents to the Academy.	Final written warning, kept on file; Suspension from the Academy; Remedial session with Support Advisor;
Any form of physical assault, whether committed directly or indirectly, as a member of a group.	Suspension or expulsion from the Academy; Remedial session with Support Advisor;
Any action qualifying as a sexual offence in terms of the Sexual Offences Act, Films and Publication Act and Criminal Law Amendment Act.	Suspension or expulsion from the Academy; Remedial session with Support Advisor; Cancellation of bursary or scholarship (if applicable); Criminal offences will also be reported to the South African Police Service.
Repeated act of dishonesty.	Final written warning, kept on file; Zero grade for the assignment, test or examination; Suspension from the Academy; Expulsion from the Academy;
Any other severe infringement of this Code of Conduct.	Final written warning, kept on file; Suspension from the Academy; Remedial session with Support Advisor; Cancellation of bursary or scholarship (if applicable).

Learners repeating an infringement after receiving a Level 3 final written warning may be be suspended or expelled from the Academy.