

## Student behaviour

### 1.0 Purpose

- 1.1 The purpose of this procedure is to outline the system used for ensuring students meet the behaviour requirements of the College.

### 2.0 Responsibility

- 2.1 The CEO is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements.

### 3.0 Requirements

- 3.1 Students are required to adhere to the Registered Training Organisation's Student Code of Behaviour at all times
- 3.2 The CEO must, prior to implementation, approve any discipline actions arising from breaches of the Student Code of Behaviour
- 3.3 Any decision by the CEO in relation to student discipline can be appealed using the Student Complaints and grievance procedure
- 3.4 The Student Code of Behaviour requires the following rights and expectation to be respected and adhered to at all times.
  - The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
  - The right to be free from all forms of intimidation
  - The right to work in a safe, clean, orderly and cooperative environment
  - The right to have personal property (including computer files and student work) and the Registered Training Organisation property protected from damage or other misuse
  - The right to have any disputes settled in a fair and rational manner (this is accomplished by the Grievance Procedure)
  - The right to work and learn in a supportive environment without interference from others
  - The right to express and share ideas and to ask questions
  - The right to be treated with politeness and courteously at all times
  - The expectation that students will not engage in cheating or plagiarism
  - The expectation that students will submit work when required.
  - The expectation that students will maintain consistent participation by attending all required classes and assessments. The required level of participation is 80% of scheduled sessions. Participation will be reviewed during and at the end of each study period. This requirement is a student behaviour requirement and not a requirement under standard 11 of the National Code.
  - The expectation that all fees will be paid by the due date.

### 4.0 Definitions

- 4.1 N/A

### 5.0 Method

- 5.1 For non-compliance with the Student Code of Behaviour the following procedure for discipline will be followed:
  - Students found to have cheated or plagiarised work will not be entitled to re-sit assessments, instead they will be required to repeat the unit and pay the repeat unit fee, as well as have the breach dealt with under the other provisions of the Student Code of Behaviour.
  - A member of the Registered Training Organisation staff will contact students in the first instance to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 1)

- Where there is a second breach of the Student Code of Behaviour, students will be invited for a personal interview with the Training Manager to discuss the breaches further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 2)
- Should a third breach of the Student Code of Behaviour occur after the stage 2 meeting, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file. (Step 3)
- After the three steps in the discipline procedure have been followed, and breaches of the Code of Behaviour still continue, training services will be withdrawn and the student will be sent a student deferral, suspension or cancellation warning letter.
- Failure to attend scheduled meetings may result in the College deciding to defer, suspend or cancel a student's enrolment
- If the College intends suspending or cancelling the student's enrolment where it is not at the student's request, the student must be informed they have 20 working days to appeal to the College. If the appeal is not upheld or the student withdraws from the appeal process then the College must report the student to DEERW and DIAC via PRISMS. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating the student's welfare.
- Suspension or cancellation of your enrolment has to be reported to DIAC and may affect the status of your VISA.
- At any stage of this procedure students are able to access the college complaints and appeals procedure to settle any disputes that may arise.

## 6.0 Revision history

Revision	Date	Description of modifications
1	March 2008	Original
2	May 2009	Modified the wording of the student code of behaviour and developed sample warning letters for stage 2 and stage 3
3		
4		