



Educating for Excellence

Student Code of Behavior

Purpose

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

Responsibility

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.

Requirements

- Students are required to adhere to the Registered Training Organisation's Student Code of Behaviour at all times
- The CEO must, prior to implementation, approve any discipline actions arising from breaches of the Student Code of Behaviour
- Any decision by the CEO in relation to student discipline can be appealed using the Student Complaints and grievance procedure
- The Student Code of Behaviour requires the following rights 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

Method and Procedure

Consequences for no-compliance with the Student Code of Behaviour, the following procedure for discipline will be followed.

- 1.0 The Director of Studies 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 put in student's personal file. (Step 1)
- 2.0 Where the issue or behaviour continues, students will be invited for a personal interview with the CEO to discuss this issue further. This meeting and its outcomes will be documented, signed by all parties and put in the student's personal file. (Step 2)
- 3.0 If the issue or behaviour continues, 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)
- 4.0 After the three steps in the discipline procedure have been followed, if the issue or behaviour still continues, training services will be withdrawn and the student will be notified in writing that their enrolment has been suspended or cancelled.
- 5.0 Any suspension or cancellation will be undertaken in accordance with the College Deferral of commencement, suspension of studies, cancellation of enrolment procedure and may affect the status of a student's visa
- 6.0 At any stage of this procedure students are able to access the Complaints and Appeals Procedure to settle any disputes that may arise.