Student Behaviour and Disciplinary Policy and Procedure

**Purpose**

This policy outlines the expected standard of behaviour for all students enrolled at ARC Training and the procedure to be followed by personnel in addressing cases of misconduct.

**Scope**

This policy applies to all students enrolled with ARC training. It also applies to all management and staff of ARC Training including any third parties providing training in conjunction with ARC Training with regard to the execution of disciplinary procedures.

**Definitions**

ARC Training defines unacceptable behaviours under the following headings:

|  |  |
| --- | --- |
| General Misconduct | * Disrupts the learning of others * Prevents staff members from performing their duties * Endangers the health and safety of staff, students and others |
| Other Misconduct | * Failure to attend scheduled assessments. * Failure to pay fees * Plagiarism * Falsifying assessment documents |

**Aim**

To ensure standards of behaviour expected meets the Standards for National Vet Regulator (NVR), Standards for Registered Training Organisations (RTOs) 2015, State and Commonwealth funding requirements and all other applicable legislation.

Policy

ARC Training endeavours to maintain an effective learning environment and manage any issues relating to the behaviour of students which arise in a fair and equitable way. All matters involving the misconduct of students will be thoroughly investigated and every effort made to resolve problems with minimal disruption to learning.

Procedure

1. ARC Training’s appointed representative will meet with the student to discuss any behaviour that is deemed as unacceptable. At this time the responsibilities of the student to act within acceptable guidelines and impacts on themselves and others will be clarified. The student will be informed that they may have a support person in attendance at this meeting.
2. Should a formal warning be necessary, matters will be discussed and actions to be taken will be provided in a written statement to the student, and will form part of their student record.
3. The student may be required to adhere to a learning contract, depending on the severity of the misconduct. Any further incidents of unacceptable behaviour will result in the cancellation of enrolment.
4. In cases of serious misconduct the student may be suspended immediately pending further investigation. In the case of a breach of any State or Commonwealth laws the matter will be referred immediately to the police or appropriate authority.
5. All matters which result in suspension will be advised in writing to the students and there will be a period of 21 calendar days for a student to respond regarding the matter of unacceptable behaviour.
6. Decisions relating to the matter of the reported unacceptable behaviour will be provided to the student in writing and may include:

* Formal warning, and agreement to a learning contract
* Suspension pending investigation
* Cancellation of enrolment

1. Fees may not be refunded where the matter results in the cancellation of the enrolment.

Requirements of Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015

ARC Training understands that all procedures must comply with the Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015, State and Commonwealth funding requirements and all other applicable legislation.

This includes adherence to the following legislation:

NSW Anti-Discrimination Act 1977

QLD Anti-Discrimination Act 1991

VIC Equal Opportunity Act 2010

Sex Discrimination Act 1984

Age Discrimination Act 2004

Racial Discrimination Act 1975

Disability Discrimination Act 1992