



Security & Service Training ~ First Aid Training

Student Discipline Policy and Procedure

Purpose:

This policy and procedure is to be used by Technical Advanced Training where a student continually breaches RTO rules or where a single incident is a serious breach of discipline.

Scope:

This policy covers all students enrolled with Technical Advanced Training.

Definitions:

Students Trainees have a right to:

- Be treated with respect and fairly
- Pursue their learning activities in a supportive and stimulating environment
- Learn in an environment free of discrimination and harassment
- Privacy of their personal information and student records held by Technical Advanced Training.
- Lodge a complaint without fear of victimisation.

Student Trainee Responsibilities:

- Treat other students and Technical Advanced Training staff with respect and fairness
- Follow any reasonable direction from Technical Advanced Training staff
- Not engage in plagiarism, collusion or cheating in any assessment activity
- Be punctual and regular in attendance
- Submit assessment events by the due date or seek approval to extend the due date
- Refrain from using mobile phones or pagers in classrooms
- Return Technical Advanced Training equipment / materials on time
- Observe normal safety practices; e.g., wear approved clothing and protective equipment
- Refrain from swearing
- Refrain from smoking in Technical Advanced Training buildings and designated areas
- Behave in a responsible manner by not
 - Harassing fellow students or Technical Advanced Training staff
 - Damaging, stealing, modifying or misusing property (including electronic records)
 - Being under the influence of alcohol or drugs
 - Engaging in any other behaviour, which could offend, embarrass or threaten others.

Breach of discipline means any conduct that impairs the reasonable freedom of other persons to pursue their learning or work at Technical Advanced Training, or is in breach of Technical Advanced Training' rules / code of conduct.

A student commits a breach of discipline if he/she:

- Assaults a person on the premises of Technical Advanced Training
- Unlawfully removes, damages or uses any property of another person or Technical Advanced Training
- Obstructs staff of Technical Advanced Training in the performance of their duties
- Obstructs the teaching / training of a group or an assessment activity
- Commits or engages in any dishonest or unfair act in relation to an assessment activity
- Wilfully disobeys or disregards any lawful order or direction given by a Technical Advanced Training member of staff
- Enters part of a Technical Advanced Training' premises when directed not to do so by a Technical Advanced Training member of staff
- Fails to leave part of a Technical Advanced Training' premises when directed to do so by a Technical Advanced Training member of staff
- Fails to return Technical Advanced Training property or pay replacement costs when instructed to do so
- Fails to pay financial commitments to Technical Advanced Training
- Enters part of a Technical Advanced Training' premises whilst under the influence of alcohol or a drug
- Engages in any unlawful activity on the Technical Advanced Training' premises such as using, possessing or supplying any prohibited drug, substance or weapon
- Discriminates against a person on the grounds of the person's age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability or religion
- Incites hatred towards, serious contempt for, or severe ridicule of, a person or group of persons on the grounds of the person's age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability or religion of the person or members of the group

Policy:

1. Technical Advanced Training is committed to the principle of ensuring that every student / trainee has the right to participate in training programs, free of inappropriate behaviour that may impair the learning processes, or the well being of individuals.
2. Both staff and students have an interest and a responsibility to prevent minor behavioural problems from becoming larger ones.
3. Attempts are to be made to solve behavioural problems of students through discussion and mediation before the provision of more formal procedure is invoked.
4. Technical Advanced Training' Training Manager may apply any of the following penalties where he/she is satisfied a breach of discipline has been committed and the penalty matches the seriousness of the breach:
 - A verbal or written reprimand
 - A requirement to attend counselling at a specified time and place
 - A financial penalty (not exceeding \$200) by not refunding fees
 - Payment of compensation by student for damages or loss of resources
 - Restitution of property removed or damaged
 - Use of specified equipment only in accordance with certain conditions (for a set period)
 - Issue of testamur delayed until student has complied with the order
5. The student may appeal the penalty under Technical Advanced Training' Complaints Policy.

Procedure:

1. A staff member who believes that a breach of discipline has occurred should report the breach of discipline to Technical Advanced Training' Training Manager without delay.
2. If appropriate, the student can be ordered off Technical Advanced Training' premises for the remainder of the day on which the breach takes place. Circumstances where it may be appropriate to exclude the student from Technical Advanced Training' premises for the remainder of the day will include serious cases of breach of discipline such as violence, abusive behaviour, discrimination, vandalism, wilful disobedience of a Technical Advanced Training staff direction, or blatant assessment cheating.
3. Technical Advanced Training staff member reports the breach to Technical Advanced Training' Training Manager in writing with the following particulars:
 - Student name and program
 - Description of the breach of discipline
 - Damage or inconvenience caused by the breach
 - Level of cooperation given by the student / trainee
 - Witnesses to the breach
 - Evidence available to support the claim of a breach.

Note - in situations of greater urgency, such as cheating or violence an oral report will be made to Technical Advanced Training' Training Manager in the first instance, followed by the written report as soon as practicable thereafter.

4. Within five days of the report, Technical Advanced Training' Training Manager will speak to the student privately, in the presence of the relevant member of staff if possible and if not then in the presence of a third party chosen by the Training Manager. The student will be cautioned and advised of the possible consequences and the grounds for such report. Confidentiality of the meeting will be maintained.
5. Any penalty to be imposed will be communicated to the student in writing within ten days of the above meeting. The student must also be advised of the right to appeal the penalty under Technical Advanced Training' Complaints Policy.
6. Actions taken under this policy will be documented and archived for audit purposes.
7. Technical Advanced Training' Training Manager will be the person responsible for the implementation and maintenance of the policy.