

PURPOSE

To ensure that Park Orchards Learning Centre satisfies AQTF (Australian Quality Training Framework) standards for registered training organisations and is equipped to deal with issues of students misconduct and inappropriate behaviour.

POLICY

This policy and procedure is to be used by Park Orchards Learning Centre where a student/trainee continually breaches the organisations rules or where a single incident is a serious breach of discipline.

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 Park Orchards Learning Centre and lodge a complaint without fear of victimisation.

Student / Trainee Responsibilities:

- Treat other students / trainees and House staff with respect and fairness
- Abide by the Park Orchards Learning Centre code of ethics
- Follow any reasonable direction from CCH staff
- Not engage in plagiarism, collusion or cheating in any assessment activity
- Be punctual and regular in attendance
- Submit assessment tasks by the due date or seek approval to extend the due date
- Refrain from using mobile phones or pagers in classrooms
- Return CCH equipment / materials on time
- Observe normal safety practices; eg., wear approved clothing and protective equipment
- Refrain from using offensive language
- Refrain from smoking in CCH buildings and grounds and directly outside the front gates
- Behave in a responsible manner by not:
 - Harassing or intimidating fellow students / trainees or CCH 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.

Tutors/Trainers have a right to

- Be treated with respect and fairly
- Pursue their teaching activities in a supportive and stimulating environment
- Teach in an environment free of discrimination, intimidation and harassment
- Privacy of their personal information that may be disclosed to students and other staff

Tutors/ Trainers responsibilities

- Treat students / trainees and other House staff with respect and fairness
- Abide by the Park Orchards Learning Centre code of ethics
- Be punctual and commence and end lessons at designated times
- Return assessments in a timely manner to students
- Provide students with appropriate information on their progress in their course
- Refrain from using mobile phones or pagers in classrooms
- Return CCH equipment / materials on time
- Observe normal safety practices; eg. , wear approved clothing and protective equipment
- Refrain from using offensive language
- Refrain from smoking in CCH buildings and grounds and directly outside the front gates

- Behave in a responsible manner by not:
 - Harassing or intimidating students / trainees or other CCH 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, or is in breach of Park Orchards Learning Centre rules / code of conduct.

A student / trainee commits a breach of discipline if s/he:

- Assaults a person on the premises of the House
- Unlawfully removes, damages or uses any property of another person or the House
- Obstructs staff of CCH 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 member of staff
- Enters part of the CCH premises when directed not to do so by a member of staff
- Fails to leave part of the company's premises when directed to do so by a member of staff
- Fails to return CCH property or pay replacement costs when instructed to do so
- Fails to pay financial commitments to Park Orchards Learning Centre
- Enters part of the CCH premises whilst under the influence of alcohol or a drug
- Engages in any unlawful activity on the House's premises such as using, possessing or supplying any prohibited drug, substance or weapon
- Discriminates against, or intimidates, 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

Procedure:

1. Park Orchards Learning Centre 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 / trainees have an interest and a responsibility to prevent minor behavioural problems from becoming larger ones.
3. Students are asked to sign a code of conduct at the commencement of the course regarding appropriate behaviour in the learning environment.
4. Attempts are to be made to solve behavioural problems of students / trainees through discussion and mediation before the provision of more formal procedures are invoked.
5. Park Orchards Learning Centre course co-ordinators may apply any of the following penalties where s/he 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 a mediation meeting at a specified time and place
 - 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)
 - Exclusion from Park Orchards Learning Centre programs
 - Issue of results or statements delayed until student has complied with the order
5. The student / trainee may appeal the penalty under Park Orchards Learning Centre Complaints and Appeals Policy.

Document History

Title:	Student Discipline Policy	Policy No: 003/10
Written/Amended By:	Judy Haley - Manager	Version 3.0
Authorised By:	Committee of Management	Date:
Changes to previous issue	Version 2Student Discipline Policy	