



## Student Discipline

### Organisational Area

ORGANISATION

### Authorisation

This procedure was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 1<sup>st</sup> of March 2022.

### Review date

This procedure will be reviewed every year or sooner if required.

### Scope

This procedure is for the Manager, all staff and Trainers/Assessors and also applies to all students at POCH&LCI.

### Objective

POCH&LCI places high priority on providing a safe, secure and welcoming environment that offers high quality education and training that supports and encourages students. POCH&LCI is committed to ensuring a positive and safe learning environment for all participants.

### Procedure

- POCH&LCI is committed to the principle of ensuring that every student has the right to participate in training programs, free of inappropriate behaviour that may impair the learning processes, or the well-being of individuals.
- Staff, Trainers, Assessors and students have an interest and a responsibility to prevent minor behavioural problems from becoming larger ones.
- A Student Conduct in the Classroom notice is displayed in every classroom regarding appropriate behaviour in the learning environment.
- Attempts are to be made to solve behavioural problems of students through discussion and mediation before the provision of more formal procedures are invoked.
- POCH&LCI staff may apply any of the following penalties where s/he is satisfied that 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 POCH&LCI programs
  - Issue of results or statements delayed until student has complied with the order.
- The student may appeal the penalty under POCH&LCI Complaints and Appeals Policy.



## Related Documents

Student Conduct in the Classroom  
Student Discipline Policy  
Complaints and Appeals Policy  
Complaints and Appeals Procedure  
Student Handbook  
Trainer Handbook



Date reviewed	Version	Details of changes (if any)	Date of next review
August 2015	1	Original document Procedure was originally part of Student Discipline Policy and Procedure document. Has been separated into new document. New template General review.	August 2016
28/06/2017	2	Annual review	28/06/2018
08/07/2020	3	Review – Student Conduct in the Classroom displayed in classrooms rather than students signing a copy	08/07/2021
01/03/2022	4	Review – update for ASQA	01/03/2023

**Master document is the Electronic File.**

**This document is uncontrolled when printed.**