

## Student Discipline

### Organisational Area

RTO  
COMMUNITY

### Authorisation

This policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 28<sup>th</sup> June 2017.

### Review Date

This policy will be reviewed every three years or sooner if required.

### Scope

This policy is for all staff and Trainers/Assessors at Park Orchards Community House & Learning Centre Incorporated (POCH&LCI).

This policy also applies to all students at POCH&LCI.

### Objective

To ensure that POCH&LCI satisfies AQTF (Australian Quality Training Framework) standards for Registered Training Organisations and is equipped to deal with issues of students' misconduct and inappropriate behaviour.

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.

### Policy

This policy and procedure is to be used by POCH&LCI where a student breaches the organisations rules or where a single incident is a serious breach of discipline.

Students have a right to:

- Be treated fairly and with respect.
- Pursue their learning activities in a supportive, safe and stimulating environment.
- Learn in an environment free of discrimination and harassment.

Student Responsibilities:

- Treat other students and staff with respect and fairness.
- Follow any reasonable direction from POCH&LCI 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 in classrooms.
- Return POCH&LCI equipment / materials on time.
- Observe normal safety practices; e.g., wear approved clothing and protective equipment.
- Refrain from using offensive language.
- Refrain from smoking in POCH&LCI buildings and grounds and from a distance of more than four metres directly outside the front gates.
- Behave in a responsible manner by NOT:
  - Harassing or intimidating fellow students / trainees or POCH&LCI 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 fairness and respect.
- Pursue their teaching activities in a supportive, safe 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 Community House & 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 POCH&LCI equipment / materials on time
- Observe normal safety practices; e.g., wear approved clothing and protective equipment
- Refrain from using offensive language
- Refrain from smoking in POCH&LCI buildings and grounds and directly outside the front gates
- Behave in a responsible manner by NOT:
  - Harassing or intimidating students / trainees or other POCH&LCI 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.

Students are encouraged to have consideration for other class members and staff, and treat them with due respect.

The Student Discipline Policy covers students:

- Whose behaviour is considered to be disruptive, inappropriate or intimidating.
- Who have engaged in plagiarism, cheating or collusion.
- Who are engaging in dangerous behaviours.
- Who are deliberately non-compliant with OH&S requirements.
- Whose behaviour is discriminatory, prejudiced or may be deemed as bullying or harassment.
- Who inappropriately use POCH&LCI equipment, resources and facilities.
- Who steal from others or from POCH&LCI at POCH&LCI.
- Assaults a person on the premises of the House
- Unlawfully removes, damages or uses any property of another person or of POCH&LCI.
- Obstructs staff of POCH&LCI 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 the POCH&LCI premises when directed not to do so by a member of staff.
- Fails to leave POCH&LCI premises when directed to do so by a member of staff.
- Fails to return POCH&LCI property or pay replacement costs when instructed to do so.
- Fails to pay financial commitments to POCH&LCI.
- Enters part of the POCH&LCI premises whilst under the influence of alcohol or a drug.
- Engages in any unlawful activity on POCH&LCI 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.

Any of the above behaviour's may be considered as "serious and wilful misconduct", such behaviour can result in instant expulsion.

## Definitions

**Breach of Discipline** - Any conduct that impairs the reasonable freedom of other persons to pursue their learning or work, or is in breach of POCH&LCI rules/code of conduct.

## Related Documents

Student Discipline Procedure  
Student Handbook  
Trainer Handbook  
Student Complaints and Appeals Policy & Procedure  
Plagiarism, Collusion & Cheating Policy & Procedure

## Document Locations

Website  
Policies and Procedures Folder

## Related Legislation

Australian Quality Standards Framework (AQTF) 2010  
Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers (2016)

## Area of Compliance

VRQA Guidelines for VET Providers Guideline 2.2

Date reviewed	Version	Details of changes (if any)	Date of next review
2010	1.0	Original document	
May 2015	2.0	Updated into new format Updated Park Orchards Learning Centre to Park Orchards Community House & Learning Centre	May 2018
22/8/2015	3.0	New Template General review  Removed procedure and made a new document for Student Discipline Procedure	22/8/2018
28/06/2017	4.0	Update VRQA guidelines	28/06/2020

**Master document is the Electronic File.**

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