

Student Discipline Policy and Procedure

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1 PURPOSE

- 1.1 The purpose of this policy is to provide a basis for resolving issues associated with inappropriate conduct and/or behavior which breaches ACTT's policies and procedures, Student Code of Conduct and/or federal or state law.
- 1.2 The policy provides the student with the opportunity to modify their conduct and/or behavior to align with expected standards.

2 SCOPE

- 2.1 The policy applies to all students currently enrolled with ACTT.

3 POLICY STATEMENT

- 3.1 ACTT provides all students with clear expectations on the standards of conduct that are expected of them during their participation in the course. The rights and responsibilities of students are prescribed in:
 - a) The Student Code of Conduct; and
 - b) Other organisational policies and procedures.
- 3.2 ACTT provides information on the above in the Student Handbook and International Student Prospectus which is provided to students prior to or upon commencement of a course. These are also available on ACTT's website at www.actt.edu.au
- 3.3 If any student breaches the requirements or expectations of them as a student, ACTT will be required to take disciplinary action with the student to rectify and/or manage the behavior.
- 3.4 The decision to initiate disciplinary action will only be made subject to:
 - a) Exploring other potential avenues for dealing with the matter and fully exhausting these.
 - b) An investigation occurring to determine the facts.
 - c) Consultation occurring between the Trainer/Assessor and Compliance Manager.
- 3.5 Disciplinary action will include meetings with the student either by phone or in person to formulate an action plan for rectifying the issues. The student will be given fair goals and timelines for rectifying the behavior. Where the student fails to meet the requirements of the action plan or the behavior continues, ACTT will decide on appropriate further measures to be taken.
- 3.6 In serious cases, a Disciplinary Panel will be convened and will include senior members of ACTT's management team. The purpose of the panel is to review the disciplinary process that has been followed;

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any evidence, meeting outcomes and allegations; to reach a decision about an appropriate course of action to be followed.

- 3.7 In all situations and circumstances, the student will be given due time and opportunity to respond to any concerns about their conduct or failure to meet the expectations set upon them. Students will be invited to bring a support person with them to a disciplinary meeting.
- 3.8 Incidents of plagiarism and cheating will not be tolerated and will be dealt with according to the Student Plagiarism and Cheating Policy and Student Discipline Procedures.
- 3.9 Students have the right to make an appeal of any decision made under the Student Discipline Policy and Procedure according to the Complaints and Appeals Policy and Procedure.

4 RECORDS MANAGEMENT

- 4.1 Staff must maintain all records relevant to administering this policy and procedure in a recognised Institute recordkeeping system.

5 FEEDBACK

- 5.1 Institute staff and students may provide feedback about this document by emailing compliance@actt.edu.au

6 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	CEO
Administrator	Compliance Manager