



## Student Discipline

### Organisational Area

RTO  
COMMUNITY

### Authorisation

This procedure was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 22nd August 2015.

### Review date

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

### Scope

This procedure is for Manager and 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 student's 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.

### 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.
- Students are asked to sign a code of conduct at the commencement of the course 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.



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- 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 Discipline Policy  
Complaints and Appeals Policy  
Complaints and Appeals Procedure  
Student Handbook  
Trainer Handbook  
Assessor Handbook