Student Discipline

Organisational Area

ORGANISATION

Authorisation

This policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 14th of April 2025.

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

POCH&LCI places a high priority on providing a safe, secure, and welcoming environment that delivers high-quality education and training, while supporting and encouraging all students. POCH&LCI is committed to fostering a positive and safe learning environment for every participant.

Policy

POCH&LCI is committed to providing a safe, respectful, and inclusive learning environment for all students and staff. This policy outlines the standards of behaviour expected of students and the process to be followed when a student breaches organisational rules or commits a serious disciplinary offence, including a single significant incident.

Student Rights and Responsibilities

Students have the right to:
- Be treated fairly and with respect.
- Pursue their learning in a supportive, safe, and engaging environment.
- Learn in an environment free from discrimination, intimidation, and harassment.

Students are expected to:
- Treat fellow students and staff with respect and fairness.
- Follow reasonable directions from POCH&LCI staff.
- Avoid plagiarism, collusion, or cheating in assessment activities.
- Attend classes regularly and punctually.
- Submit assessments by the due date or seek extensions where appropriate.
- Refrain from using mobile phones during class.
- Return POCH&LCI equipment and materials on time.
- Follow all relevant safety procedures, including wearing protective equipment where required.
- Use appropriate language and avoid offensive behaviour.
- Refrain from smoking/vaping on POCH&LCI grounds or within four metres of the main entrance.
- Use a microphone and camera during real-time Zoom classes.
- Treat all resources, facilities, and equipment with care.

Students must not:
- Harass or intimidate fellow students or staff.
- Damage, steal, or misuse property (including electronic records).
- Be under the influence of alcohol or drugs while on POCH&LCI premises.
- Engage in behaviour that offends, embarrasses, or threatens others.

Trainer/Tutor Rights and Responsibilities

Tutors and trainers have the right to:
- Be treated with fairness and respect.
- Deliver education in a supportive, safe, respectful, and engaging environment.
- Teach free from discrimination, harassment, or intimidation.
- Have their personal information handled with confidentiality.

Tutors and trainers are expected to:
- Treat students and colleagues with respect and fairness.
- Adhere to POCH&LCI's Code of Ethics.
- Be punctual and start and finish classes on time.
- Return assessments in a timely manner to students.
- Provide constructive feedback on student progress.
- Refrain from using mobile phones in class.
- Return equipment and materials on time.
- Observe normal safety practices, e.g., wear approved clothing and protective equipment including floor mats
- Always use respectful language.
- Refrain from smoking/vaping on POCH&LCI grounds or near entrances.

Tutors/trainers must not:
- Harass or intimidate students or staff.
- Damage, steal, or misuse property (including digital assets).
- Be under the influence of drugs or alcohol during working hours.
- Engage in behaviour that offends, embarrasses, or threatens 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 disruptive, inappropriate or intimidating.
- Who have engaged in plagiarism, cheating or collusion.
- Who are engaging in dangerous behaviours.
- Who are deliberately non-compliant with WH&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 being used by POCH&LCI
- 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 behaviour classified as *serious and wilful misconduct*—such as violence, theft, harassment, or drug use—may result in immediate expulsion from the course and termination of enrolment.

Definitions

Cheating Dishonest conduct in assessments, such as using unauthorised materials or receiving outside help during a test.

Collusion Unauthorised collaboration between students or with others on individual assessment tasks.

Disciplinary Breach Any action or behaviour by a student that violates POCH&LCI's rules, code of conduct, or policies, including inappropriate, unsafe, unethical, or illegal behaviour.

Discrimination Unfavourable treatment of a person based on personal characteristics such as age, gender, race, disability, religion, or sexual orientation.

Harassment/Bullying Unwelcome or repeated behaviour that offends, intimidates, or humiliates another person.

Plagiarism The act of using another person's work, ideas, or intellectual property without appropriate acknowledgment.

Serious and Wilful Misconduct Any behaviour that is considered deliberate and significantly harmful to others, property, or the learning environment. This includes but is not limited to theft, violence, harassment, drug use, and discrimination.

WH&S (Workplace Health and Safety) Legal and ethical responsibilities to maintain a safe learning or working environment.

Related Documents

Plagiarism, Collusion & Cheating Policy & Procedure
Student Complaints and Appeals Policy & Procedure
Student Conduct in the Classroom
Student Discipline Procedure
Student Handbook
Trainer Handbook

Document Locations

Policies and Procedures Folder
Website

Related Legislation

Standard for Registered Training organisations (RTOs) 2025

Area of Compliance

National Vet regulator standards for Registered Training organisations (RTOs) 2025 2.7

Date reviewed	Version	Details of changes (if any)	Date of next review
2010	1	Original document	
May 2015	2	Updated into new format Updated Park Orchards Learning Centre to Park Orchards Community House & Learning Centre	May 2018
22/8/2015	3	New Template General review Removed procedure and made a new document for Student Discipline Procedure	22/8/2018
28/06/2017	4	Update VRQA guidelines	28/06/2020
08/07/2020	5	Review – minor changes	08/07/2023
1/3/2022	6	Update to ASQA	01/03/2025
14/04/2025	7	Update to ASQA standards 2025	14/04/2028

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