

Student Discipline

Organisational Area

ORGANISATION

Authorisation

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

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 ensuring that all students have the right to participate in training programs in an environment free from inappropriate behaviour that may disrupt learning or negatively impact the wellbeing of others.
- **All staff, trainers, assessors, and students** share a responsibility to prevent minor behavioural issues from escalating into more serious problems.
- A “**Student Conduct in the Classroom**” notice is displayed in every classroom, outlining expectations for appropriate behaviour in the learning environment.
- **Every effort should be made** to resolve behavioural issues through informal means such as discussion, support, and mediation before formal disciplinary procedures are initiated.
- **If informal resolution is unsuccessful**, or if the behaviour is considered serious, POCH&LCI staff may apply appropriate disciplinary action. The penalty imposed will be proportionate to the nature and seriousness of the breach. Possible actions include:
 - A verbal or written warning or reprimand.
 - A requirement for the student to attend a mediation meeting at a specified time and place.
 - Payment of compensation for any damage to, or loss of, POCH&LCI resources or property.
 - Restitution of any property that has been removed or damaged.
 - Restricted access to specific equipment or facilities, under set conditions and for a defined period.
 - Exclusion from POCH&LCI programs
 - Withholding of results or course statements until the student complies with disciplinary requirements.
- **Students have the right to appeal** any disciplinary decision in accordance with the **POCH&LCI Student Complaints and Appeals Policy**

Related Documents

Complaints and Appeals Policy
Complaints and Appeals Procedure
Student Conduct in the Classroom
Student Discipline Policy
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 |
| 25/10/2023 | 5 | Annual review- included “they” to gender | 25/10/2024 |
| 18/09/2024 | 6 | Annual review | 18/09/2025 |
| 14/04/2025 | 7 | 2025 ASQA RTO Standards update | 14/04/2026 |

Master document is the Electronic File.

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