

Participant Handbook

Misconduct and Discipline

If you need any assistance along the way,
feel free to contact us here:

Phone 1800 021 560

Email info@maxsolutions.edu.au

Web maxsolutions.com.au/training



Misconduct and Disciplinary Procedures

Misconduct

Misconduct is any behaviour, which disturbs the enjoyment of others, inhibits the performance of others and jeopardises the workplace, health and safety of others. Misconduct includes but is not limited to:

- Theft/fraud/violence/assault
- Inappropriate language
- Discrimination, harassment, intimidation or victimisation on all EEO and non EEO grounds
- Serious negligence including WHS non compliance
- Breaches of policy on staff/service users relationships
- Serious breach of confidentiality
- Refusing to carry out lawful and reasonable instructions
- Wilful disobedience
- Being affected by alcohol or drugs (both illegal and prescription) in that their faculties are so impaired that they are unfit to participate in activities
- Behaving in a way that is inconsistent with the continuation of a registered training contract
- Plagiarism or collusion

Disciplinary Procedures

Misconduct, will in the first instance, be dealt with by the Trainer and if necessary Corrective Action will be applied. Should adequate solutions to the issue not be reached, another meeting with the Trainer and the General Manager Training, or their nominated representative, will be held. If the issue is referred, the student will be provided with a written statement of the misconduct and required to sign a Student Agreement – Conduct.

If the issue requires a cessation of tuition, the student will be given notice in writing, giving formal reasons for the determination and if no less than 18 years of age, notice will also be given to the parent/guardian.

Where it is acknowledged that this is a continuance of the misconduct, the student will be requested to meet with a MAX Solutions representative to account for the circumstances under which this misconduct transpired and sign a declaration. The MAX Solutions representative will make a decision on the direction of action to be taken. At this phase, the student may be given a written notice of suspension from further training.

For training delivered in a third party environment (e.g., workplace), the third party's relevant disciplinary procedures will exist.

If you require further information please consult your trainer or contact MAX Solutions on 1800 021 560 or email corporate.training@maxsolutions.com.au