

Student Discipline Policy (Training)

Policy

This policy and procedure applies to the expectation of students' behaviour when undertaking training and assessment activities with MAX Solutions.

It aims to convey the definition of student misconduct and resulting disciplinary procedures

Student 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:

- Inappropriate language
- Discrimination, harassment, intimidation or victimisation
- Serious negligence including WHS non compliance
- 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
- Theft/fraud/violence/assault

Disciplinary Procedures

Misconduct will in the first instance be dealt with by the Trainer.

Should an adequate solution to the issue not be reached, the Trainer will liaise with the National Training Manager to effect an equitable resolution.

This may include meeting with the student and other RTO staff and the completion of the Student Agreement – Conduct form.

The student has the right to appeal any disciplinary procedures under the Complaints and Appeals Policy and Procedure.

Where the student fails to maintain appropriate conduct, the student may be requested to cease training and assessment participation, for a period of time to enable an investigation to be conducted.

MAX Solutions reserves the right to cancel any training and/or assessment agreement with a student who engages in gross misconduct at any time, without refund of fees.

Written advice of cancellation of training and/or services will be given to the student, and where the student is under 18 years of age, notice will also be given to the parent/guardian.

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Relevant Legislation

MAX Solutions identifies and complies with relevant State or Territory laws including State / Territory legislation where applicable.

The Acts relevant to the operation of MAX Solutions as an RTO are:

- Privacy Act 2001
- Equal Employment Opportunity Act 1987
- Anti-Discrimination Act 1991
- Workplace Health and Safety Act 2011
- Workers' Compensation and Rehabilitation Act 2003
- Health Rights Commission Act 1991
- Health (Drugs & Poisons) Regulations 1996
- *Relevant State / Territory Vocational Education and Training Employment Acts

Relates Standard 5: Standards for RTOs 2015