

Responsible officer	Head of Studies CEO
Compliance	<p>Policy adheres to compliance with RTO standards 2015 Standard 8.</p> <p>Policy adheres to compliance with RTO standards 2015, Standard 8.</p> <p>Clauses 8.5 The RTO complies with Commonwealth, state and territory legislation and regulatory requirements relevant to its operations</p> <p>8.6 The RTO ensures its staff and clients are informed of any changes to legislative and regulatory requirements that affect the services delivered.</p>

1. Scope:

Student Behaviour and Misconduct conduct policy outlines the system used for ensuring the student meets the code of behaviour requirements of the ASTAR Training Institute. The college seeks to provide an environment that is free from unacceptable behaviour and promotes a positive learning environment for all students. This policy seeks to encourage acceptable behaviour and to inform all staff and students about ASTAR Training Institute standards of behaviour.

2. Purpose

The student behaviour misconduct policy details the responsibilities of ASTAR Training Institute and students, what college expects from the students promoting a safe and respectful in which students can have a positive learning environment to study.

3. Guidelines

This policy sets out a framework for the standard of conduct expected of and from the students. Any actions that breach the guidelines set out in this policy the college may have to take a disciplinary action. This policy applies to all students who are currently enrolled and past students of ASTAR Training Institute and academic and non-academic staff.

- Student **MUST** at all times maintain a high standard of behaviour while engaged in learning activities at the college or another training location and work placement
- Responsible to inform themselves of the college policies that impact themselves and others and conduct themselves accordingly
- To observe standards of equity and respect in dealing with other students, trainers and assessors, staff, and other parties related to college
- Responsible to present themselves in a professional way at all times at work placement and do not act in a way that diminishes the reputation of ATI whilst completing the work placement
- Behave in a way that supports the freedom of other students to pursue their studies and participate in the activities;
- Identify themselves truthfully and provide true and correction information;
- Behaviour in a way that supports the safety or health of any other person;
- Ensure the study is conducted safely and in peace or good order at ATI;

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- Use and care for ATI property with respect and prevent damage or destruction of property;
- Behaviour in a way that supports the conduct of official meetings ceremony, learning activity, class and assessment;
- Treat others with respect and not discriminate based on gender, race, age, sexual preference or religious belief;
- Refrain from use of drugs and or enter ATI's premises under the influence of prohibited drugs and/or substances including alcohol and smoking during attendance at ATI;
- Not trespass or knowingly entering any place within the premises of the ATI that is out of bounds to Students;
- Give truthful information relating to student status;
- Communicate in a way that demonstrates respect for others and is free from verbal abuse.
- Follow instructions and directions of the ATI staff and Trainers & Assessors
- Not engage in plagiarism and any study misconduct

Student must not

- Engage in unlawful behaviour and breaches of Commonwealth or State law which impacts ATI operations;
- behave in a way that impairs the reasonable freedom of other persons (students) to pursue their studies and participate in the activities of the ATI;
- Refusing or failing to identify themselves truthfully;
- Any act or failure to act that endangers the safety or health of any other person;
- Actions that impair any person's participation in a legitimate ATI activity or, by act or omission disrupts the peace or good order of ATI;
- Acting in a way that causes students or staff or other persons within the ATI to fear for their personal safety;
- Acting in a way that causes damage to ATI property;
- Any form of harassment, whether based on gender, race, age, sexual preference or religious belief;
- Wilfully damaging or wrongfully dealing with any ATI property, or the property within the ATI of any person, including theft;
- Being under the influence of prohibited drugs and/or substances including alcohol;
- Trespassing or knowingly entering any place within the premises of the ATI that is out of bounds to students;
- Making a false representation as to a matter affecting students' status;
- Possession of dangerous articles or banned substances;
- Abusive Behaviour.

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ATI is responsible for:

- Informing all Students of expectations related to behaviour;
- Explaining to Students what constitutes behaviour misconduct;
- Modelling exemplary behaviour act as a benchmark for Students and other staff;
- Supervise Students behaviour and the behaviour of other staff;
- Promote a positive environment that supports a Student's individual personality whilst setting clear boundaries relating to acceptable behaviour;
- Respond immediately to observed behaviour misconduct to maintain a safe environment for staff and Students and to protect the rights of individuals or groups;
- If the observed behaviour misconduct is serious in nature, the staff member may suspend the Students continued participation in ATI activities (training sessions, assessment, study sessions, work placement activities, etc);
- Report (in writing) behaviour misconduct when it is observed, and actions taken in the immediate response using the incident report
- If the staff member reporting the incident considers that the student may be violent or is likely to cause harm to other students and /or staff, or damage property at the ATI, the Chief Executive Officer should be contacted immediately to assess the risk. If necessary the Police are to be contacted and requested to respond to control the situation.

Dealing with behaviour misconduct

- The CEO may, in respect of any behaviour misconduct by a student's: Immediately suspended the students for a period not exceeding fourteen (14) days as may be determined.
- Advise the students in writing of the alleged incident of misconduct and that they have twenty (20) working days to make oral or written representations regarding the alleged incident of misconduct.
- Where State or Commonwealth laws appear to have been breached, the matter **will** be referred to the police or other appropriate authority.

Impose one or more of the following behavioural management strategies:

- Reprimand and warn (formal warning in writing) the student against repetition of the misconduct;
- Suspend the student from using all or some ATI facilities and / or services for a designated period of time;
- Instigate a behavioural management contract with the students including agreed monitoring arrangements and consequences based on repetition of the misconduct;
- Cancel the Student's enrolment (in case of serious misconduct involving violence to others, damage to property or breach of State or Commonwealth law).
- Students are to be provided with a written statement detailing the decision, including information on their right to appeal the decision.
- Students who commit behavioural misconduct after being formally warned are

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to have their enrolment cancelled and will not be entitled to a refund. This does not limit the requirement to provide the student suitable warning in writing, the opportunity to make oral or written representations regarding the misconduct or their right to appeal a decision.

Legislations: This policy operates within the context of, and subject to state and Common Wealth Anti-Discrimination and Harassment legislation and within the context of other ATI Policies.

Any situation and a circumstance that may arise which is not expressly covered by this policy, individuals are expected to act in accordance with the principles of duty of care.

Student Complaint and Appeal Policy:

This policy also provides a framework for the student to access Complaints Policy and Complaints and Appeals Procedure in relation to any decision related to student corrective action can be appealed through Student Complaints Appeals procedure.

Relevant Policies and Forms

Access & Equity Policy
Compliant and Appeal Policy and Procedure
Training Safety Policy
Privacy Policy
Student Behaviour and Misconduct Flow chart

Version dates	Policy Version approved 1 2014 / Policy Version 2 approved 16 November/ Policy version 2.1 approved 17 September 2018
Version History	V 2.1- Changed to new format, included RTO standards 2015, role titles changed, added relevant policies and forms
Review date	Version 2.1 will be reviewed as policies are updated
Approved by	Head of Studies CEO
Relevant to	All staff; trainers and assessors; students

Risk Rating (the rating will be highlighted bold)
5- High Risk
4- Medium Risk
3-Medium to low risk
2- Low Risk
1-Very Low Risk or N/A