

# Student Code of Conduct and Discipline Policy



## Purpose

The main purpose of Student Code of Conduct and Discipline Policy is to outline the rights and responsibilities of the students currently pursuing qualifications within Central Australian College scope of registration to ensure that there is a peaceful and conducive study and work environment at the college for all students and staff.

## Scope

The Student Code of Conduct and Discipline Policy applies to both domestic and international students pursuing all qualifications in CAC. CAC promotes a positive learning environment and expects students to provide responsible commitment towards their studies, fellow students, staff members, visitors and the overall environment in which they study.

## Relevant standards, acts and legislations

The Student Code of Conduct and Discipline Policy and Procedure are within the scope of compliance requirement adhering to the SRTO 2015 Standard 1 clause 5.2 and Standard 4 clause 4.1; ESOS Framework (ESOS Act 2000) Standard 2, 3, 7 and 15; National ELICOS standards P4.

## Definitions

Term	Definition
Breach	An act of breaking or failing to observe a law, agreement, or code of conduct.
Bullying	Includes but is not limited to <ul style="list-style-type: none"><li>• Physical harm, emotional stress</li><li>• Threat, intimidation</li><li>• Name calling or derogatory remarks and comments regarding age, gender, sex, race, religion or sexual orientation</li><li>• Causing emotional hurt to another person verbally, phone call, email, text messages</li><li>• Deliberately isolating someone from a group, information and opportunities</li><li>• Failure to acknowledge good work</li></ul>
ELICOS	English Language Intensive Courses for Overseas Students
ESOS	Education Services for Overseas Students it is a legislative framework, commonly known as ESOS Act 2000.
Rights	Rights are legal, social, or ethical principles of freedom or entitlement
Responsibilities	The state or fact of being responsible, answerable, or accountable for something within one's power, control, or management.
SRTO	Standards for Registered Training Organisations 2015

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## Policy

The purpose of this policy is to affirm CAC's commitment to provide a supportive and positive learning environment to ensure an atmosphere of respect, understanding and equal opportunity for all the learners and staff. The policy statements ensures that:

- The students are aware of and abide by the code of conduct and with applicable policies and procedures.
- Students are required to adhere by the academic rules and regulations. Where a student is found to have acted in a way that CAC deems to be a misconduct, disciplinary actions are to be implemented.
- CAC will always retain the right, in cases of misconduct, to exclude a student pending investigation.
- Where there has been a breach CAC may elect to report the incident to the appropriate authorities.

## Student Rights:

All students have the right to:

- Be treated fairly and with respect by institute staff and other students regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- Learn in an environment free of discrimination and harassment
- Learn in a supportive and stimulating environment in which to pursue their goals
- Have access to counselling if desired or required
- Privacy concerning records that contain personal information, subject to statutory requirements
- The right to have any disputes settled in a fair and rational manner through the use of CAC's Complaints and Appeal Procedure
- Be given information about assessment procedures at the beginning of the subject or the unit of competency and receive progressive results as they occur
- Lodge a complaint without fear of retaliation or victimisation

## Student Responsibilities:

All students have a responsibility to:

- Treat other students and CAC staff with respect and fairness.
- Follow any reasonable direction from a staff member of the CAC.
- Refrain from swearing, drinking and eating in classrooms and other learning areas.
- Behave responsibly by not littering, harassing fellow students or staff, damaging, stealing, modifying or misusing the CAC's or other student's property.
- Behave responsibly by not being under the influence of drugs and alcohol.
- Refrain from using mobile phones, pagers or any other electronic devices that may disrupt classes.
- Attend all scheduled classes
- Do all assessment tasks and examinations honestly, and not engage in plagiarism, collusion or cheating.
- Follow normal safety practices, including wearing approved clothing and protective equipment and following both written and verbal directions given by the CAC staff.
- Not to behave in a way that would offend, embarrass or threaten others.
- Comply with all lawful regulations, rules or procedures of the CAC that pertain to them.

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In order to achieve the above mentioned policy statements, the CEO / the RTO Manager shall arrange for:

1. Students to be informed students about their rights and responsibilities.
2. Disciplinary process in case of breach of conduct

## Procedure

The following procedure outlines the steps that CAC would undertake in addressing students code of conduct and discipline:

1. Students to be informed students about their rights and responsibilities.

To ensure that the students are informed about their rights and responsibilities delegated Administration Staff and Student Support Officer will provide them with this information during Student Orientation. This information will also be made available in CAC website.

2. Disciplinary process in case of breach of conduct

A Student Breach of Conduct occurs when a student behaves in a manner as described below:

- Deliberately fails to abide by their student responsibilities
- Assaults, attempts to assault or threatens a person on the CAC premises.
- Acts contrary to Equal Opportunity practices of the CAC which is committed to the prevention and elimination of discrimination on the grounds of:
  - Age, Sex or Race
  - Impairment
  - Industrial activity
  - Lawful sexual activity
  - Marital status
  - Pregnancy
  - Physical features
  - Political belief or activity
  - Religious belief or activity
  - Status as a parent or a carer
  - Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.
- Disobeys or disregards any lawful direction given by a CAC staff member
- Acts dishonestly or unfairly in connection with an examination, test, assignment or other means of assessment conducted by the CAC
- Deliberately obstructs any teaching activity, examination or meeting of the CAC
- Engages in any conduct or activity prejudicial to the management and good governance of the CAC
- Wilfully damages or wrongfully deals with any CAC property.
- Attends the CAC whilst under the influence of alcohol or affected by drugs
- Carries or uses such items as firearms, knives, syringes, etc as a weapon.
- Fails by or within the agreed required date or period, to pay any fee or charge payable to the CAC
- Fails to comply with OH&S regulations or wilfully places another person in a position of risk or danger

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- Constantly interrupts class time through the use or presence of mobile phones and pagers
- Uses abusive language.

## Procedure for Disciplinary Action for Breach

When a student breach of conduct occurs, the following procedure for discipline will be followed:

- Step 1:** A CAC staff will contact students in the first instance to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
- Step 2:** Where the issue or behaviour continues, students will be invited for a personal interview with the Student Administration Manager to discuss this issue further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
- Step 3:** If the issue or behaviour continues, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file.
- After the three steps in the discipline procedure have been followed, if the issue or behaviour still continues, training services to the student will be withdrawn and the student will be notified in writing that their enrolment has been suspended or cancelled.
- Any suspension or cancellation will be undertaken in accordance with CAC deferral, suspension and cancellation of enrolment procedure and this may affect the status of a student's visa and enrolment.
- At any stage of this procedure students are able to access the Complaints and Appeals Procedure to settle any disputes that may arise.

## Relevant Policies and Procedures

- Complaints and appeals policy and procedure
- Deferment, suspension and cancellation policy and procedure

## Forms and documents

- Complaints and appeals form
- Application to defer, suspend or cancel enrolment

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