

1 PURPOSE

To ensure students and staff are aware of the process involved should a student be deemed to require disciplinary action, following Axial's Student Code of Conduct.

2 POLICY

Disciplinary action should be taken for inappropriate behavior towards other students or Axial International College staff or for breaching the Axial International College student Code of Conduct. A penalty will be imposed under this policy if students are found to have breached discipline.

For International Students under taking any work placements, any disciplinary action or recommendations MUST be made with due regard to the provisions of the Vocational Education Training and Employment Act 2000. Further information can be obtained by calling the Apprenticeship Information Line on 1800 210 210.

For International students, any disciplinary action/s or recommendations could result in Axial International College being required to inform the Department of Home Affairs in accordance with the ESOS Act and associated legislation.

3 DISCIPLINARY PROCEDURE

Three offences can be issued against each student. If a student is found to have broken the student rules, the following steps will be taken:

3.1 FIRST OFFENCE:

- A verbal warning will be issued to the student and they will have to attend a counselling session with an Axial International College staff member to discuss their actions and their future with Axial International College;
- A record of this verbal warning and counselling session will be documented, dated and signed by the student and the Axial International College staff member issuing the warning
- This record will be placed in the student file.

3.2 SECOND OFFENCE:

- A formal written warning will be issued to the student. Should the behavior continue, privileges with Axial International College will be removed;

- A record of this written warning will be documented, dated and signed by the student, the Training Delivery Manager and the Axial International College staff member issuing the warning;
- This record will be placed in the student file.

3.3 THIRD OFFENCE:

- All student privileges will be removed by Axial International College. This means that students will no longer have access to training, assessments, and resources or be able to log-in to on-line courses;
- The student will be advised of a time to attend a meeting with the Training Delivery Manager and the Axial International College staff member issuing the warning. Any comments that the student makes at the meeting in relation to the behavior will be documented;
- The student will be provided with reasons for any disciplinary action Axial International College may take, in writing. A copy of the record will be dated and signed by the student, the Training Delivery Manager and the Axial International College staff member issuing the disciplinary action.
- This record will be placed in the student file.

4 APPEALS

Students can appeal against certain penalties via Axial International College Complaints and Appeals policy. The penalty may (at the discretion of the Training Delivery Manager) be reduced, removed, or increased and such processes or decisions do not remove the student's right as a student to take action under Australia's consumer protection laws.

5 SERIOUS MISCONDUCT

If a student is accused of serious misconduct

- The student will be immediately suspended for 24 hours from attendance at class or training;
- The trainer will advise the Training Delivery Manager immediately about the situation and provide a written statement, which will explain why the student has been suspended;
- The student will be advised of a time to attend a meeting with the person issuing the disciplinary action and the Training Delivery Manager. Any comments that the student makes at the meeting in relation to the misbehavior will be documented.

- The student will be provided with reasons for any disciplinary action Axial International College may take, in writing.
- A copy of the record will be dated and signed by the student, the Training Delivery Manager and the Axial International College staff member issuing the disciplinary action.

The Training Delivery Manager will give the student an opportunity to be heard in relation to the misconduct or disciplinary action and can do any of the following:

- Modify or dismiss the charges or action;
- Reprimand and warn the student against repetition of the breach of discipline;
- Remove academic privileges;
- Cancel student's enrolment;
- The student will also be advised about their right to appeal against the action and any penalties.

For international students, if the misconduct or the breach of rules or the outcome of any disciplinary meetings is of a nature that we are bound to disclose the information to the relevant government agencies, or if it will have an impact on the student's course attendance or progress so as to trigger an intervention, then such disclosure and/or intervention will be made in accordance with the ESOS Act and associated legislation.