

Purpose of Policy

This policy is designed detail the policy and procedures to be followed in the case of a student breaching the Axial student rules and/or code of conduct.

Policy

Axial students agree to comply with our code of conduct upon signing their enrolment documentation. Disciplinary action could be taken for inappropriate behaviour towards other students or Axial staff or for breaching the Axial student rules. A penalty will be imposed under this policy if students are found to have breached the discipline policy.

Please note that if the student is an apprentice or trainee, 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.

First Offence

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

Second Offence

- A formal written warning will be issued to the student. Should the behaviour continue, some of the student privileges with Axial will be removed.
- The student's training will continue, however they may be directed to a location away from other students.
- A record of this written warning will be documented, dated and signed by the student, the Training Delivery Manager and the Axial staff member issuing the warning.
- This record will be placed in the student file.

Third Offence

- If the student reaches this stage of discipline, all student privileges will be removed by Axial. This means that they will no longer have access to training, assessments, and resources or be able to log-in to on-line courses.
- The training will continue, however the student will be directed to a location away from other students.
- The student will be advised of a time to attend a meeting with the General Manager and the Axial staff member issuing the warning.

- The student will be provided with reasons for this disciplinary action in writing and any comments that they make at the meeting in relation to the behaviour will be documented.
- A copy of the record will be dated and signed by the student, the General Manager and the Axial staff member issuing the disciplinary action.
- This record will be placed in the student file.

Students can appeal against certain penalties. The penalty might then 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.

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.
- The student will be provided with reasons for this disciplinary action in writing and any comments that the student makes at the meeting in relation to the behaviour will be documented.
- A copy of the record will be dated and signed by the student, the Training Delivery Manager and the Axial staff member issuing the disciplinary action.
- This record will be placed in the student file.

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

- Modify or dismiss the charges or action.
- Reprimand and warn the student against repetition of the breach of discipline.
- Suspend the student for a period not exceeding 14 days, which shall include any period of suspension.
- Remove academic privileges.
- The student will also be advised about their right to appeal against the action and any penalties.