



1. Purpose and Scope

This policy outlines the process and procedures for addressing breaches of Axial's *Student Code of Conduct* and student rules, ensuring disciplinary actions are fair, transparent, and compliant with relevant legislation, including the *2025 Standards for Registered Training Organisations (RTOs) (ASQA)*, CRICOS requirements, and the *Education Services for Overseas Students (ESOS) Act 2000*.

2. Policy

Axial Training is committed to all Axial students agree to comply with the *Student Code of Conduct* upon signing their enrolment documentation. Disciplinary action may be taken for inappropriate behaviour, breaches of the Code of Conduct, or failure to adhere to Axial's student rules. Penalties will be imposed only after following a fair and transparent process. For apprentices or trainees, disciplinary actions will align with the provisions of the *Vocational Education Training and Employment Act 2000*. For guidance, contact the Apprenticeship Information Line on 1800 210 210.

Disciplinary Process

First Offence

Action: A verbal warning is issued to the student. The student attends a counselling session with an Axial staff member to discuss their behaviour and future compliance.

Documentation: The verbal warning and counselling session are documented, signed by the student and staff member, and filed in the student's record.

Second Offence

Action: A formal written warning is issued. Repeated behaviour may result in limited student privileges (e.g., restricted access to resources or separate seating during training).

Documentation: The written warning is signed by the student, Training Manager, and staff member, and filed in the student's record.



Third Offence

Action: All student privileges are removed (e.g., access to training, assessments, resources, or online courses). The student is required to attend a meeting with the Chief Executive Officer and issuing staff member to discuss the disciplinary action.

Documentation: A written record of the action, including reasons and the student's comments, is signed by all parties and filed.

Serious Misconduct

Serious misconduct includes behaviour that jeopardizes the safety of others, breaches Australian laws, or threatens the integrity of Axial's programs.

Immediate Action: The student is suspended for 24 hours pending investigation.

Investigation: The trainer submits a written statement to the Training Manager outlining the incident.

Outcome: A meeting is held with the student to review the evidence and determine further actions, which may include:

- Reprimanding the student.
- Extending suspension (up to 14 days).
- Removing academic privileges.
- Dismissal of charges.

Documentation: All records, including the meeting notes, decisions, and student comments, are signed and filed.

Appeals

Students have the right to appeal against any disciplinary actions or penalties in accordance with Axial's *Complaints and Appeals Policy*. Penalties may be modified, reduced, or upheld following the appeals process.

Compliance with Legislation

This policy complies with:

ASQA 2025 Standards for Registered Training Organisations (RTOs): Ensuring fairness and transparency in all disciplinary actions.



CRICOS National Code 2018: Maintaining appropriate conduct and safeguarding international student welfare.

ESOS Act 2000: Supporting international students' rights and adhering to visa conditions.

3. Procedure

This procedure ensures fair, transparent, and consistent management of student misconduct, aligned with Axial's *Disciplinary Policy* and compliance obligations under ASQA standards, CRICOS requirements, and the ESOS Act.

Step-by-Step Procedure

Identifying Misconduct

Staff members identify and document any student behaviour that breaches the *Student Code of Conduct* or Axial's rules.

Examples of misconduct include:

- Disruptive behaviour.
- Academic dishonesty.
- Attendance or punctuality issues.
- Serious misconduct, such as threats to safety or criminal activities.

Responsible Parties: Trainers, Student Support Officers, Administration Team

Initial Response

Verbal Warning (First Offence): Address minor breaches immediately by issuing a verbal warning and counselling the student on acceptable behaviour. Record the verbal warning in the student's file, signed by both staff and the student.



Responsible Parties: Trainers, Student Support Officers

Escalation for Repeated Breaches

Second Offence: Issue a formal written warning for repeated breaches. Discuss potential consequences if behaviour continues and impose appropriate measures, such as restricted privileges. Record the incident, signed by the student and the Training Manager.

Responsible Parties: Trainers, Training Manager

Addressing Serious Misconduct

Immediate Suspension: For serious misconduct, suspend the student for 24 hours pending investigation.

Incident Report: The trainer submits a detailed written report to the Training Manager.

Investigation: The Training Manager reviews the evidence, interviews involved parties and determines the severity of the incident.

Meeting with the Student: Hold a formal meeting with the student to review findings and decide on disciplinary actions, which may include suspension, extended suspension, or expulsion.

Outcome Notification: Communicate the decision to the student in writing, including the reasons and appeal options.

Responsible Parties: Training Manager, Chief Executive Officer, Director - Compliance and Quality Assurance.

Appeals Process

- Inform the student of their right to appeal disciplinary actions.



Student Disciplinary Policy and Procedure

- Guide students to submit appeals through the *Complaints and Appeals Policy*.
- Resolve appeals within 10 working days and notify the student of the outcome.

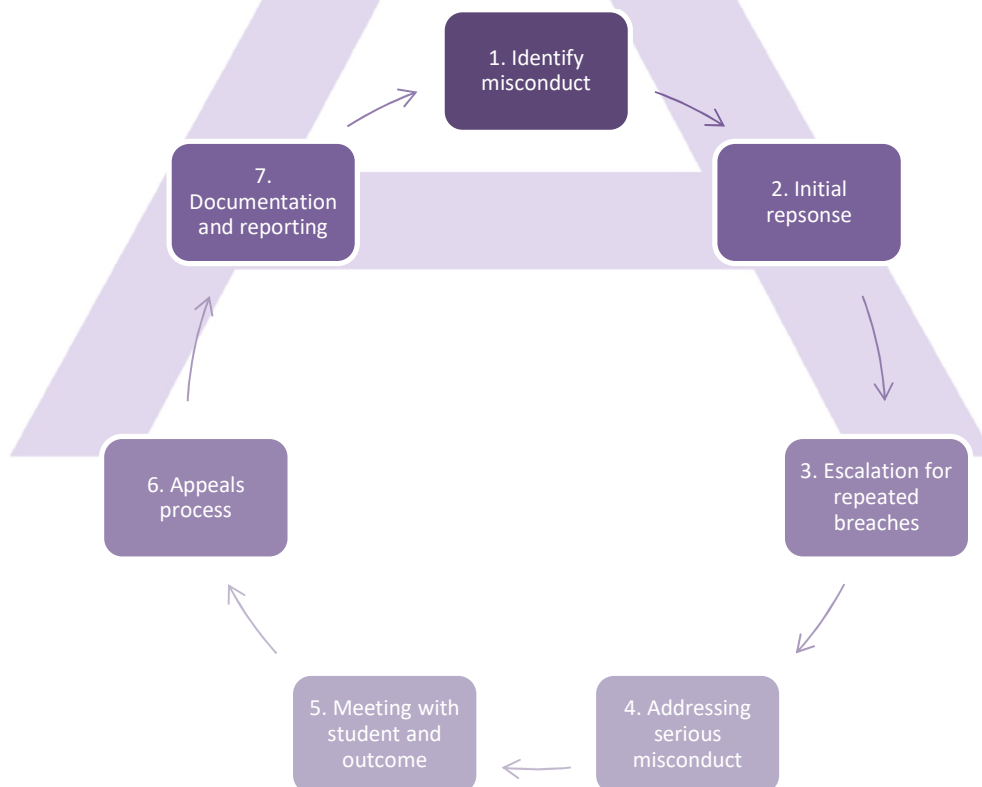
Responsible Parties: Director – Compliance and Quality Assurance and Chief Executive Officer

Documentation and Reporting

- Document all warnings, incidents, investigations, and outcomes in the student's record.
- For international students, report visa-impacting actions (e.g., extended suspension or expulsion) to the Department of Home Affairs via PRISMS.

Responsible Parties: Administration Team, Director - Compliance and Quality Assurance

Flowchart for Student Discipline





Glossary

ASQA (Australian Skills Quality Authority): The national regulator overseeing vocational education and training (VET) in Australia, ensuring compliance with the *2025 Standards for Registered Training Organisations (RTOs)*.

Appeals Process: A formal procedure enabling students to contest disciplinary actions, managed under Axial's *Complaints and Appeals Policy*.

Director - Compliance and Quality Assurance: The Axial staff member responsible for ensuring disciplinary processes align with ASQA, CRICOS, and ESOS regulations.

CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students): A national framework that regulates standards for international students, including behavioural and disciplinary expectations.

Disciplinary Action: Measures taken to address breaches of Axial's *Student Code of Conduct*, ranging from warnings to expulsion.

ESOS Act (Education Services for Overseas Students Act 2000): Legislation governing the rights and responsibilities of international students and education providers, ensuring fair treatment and compliance.

Expulsion: Permanent removal of a student from Axial due to severe or repeated breaches of the *Student Code of Conduct*.

Incident Report: A written document detailing the facts of a misconduct incident, submitted by staff for review and action.

PRISMS (Provider Registration and International Student Management System): A government system for reporting international student visa compliance, including suspensions and expulsions.

Serious Misconduct: Behaviour that poses a risk to safety, breaches Australian laws, or undermines the integrity of Axial's programs (e.g., harassment, theft, or academic fraud).



Student Disciplinary Policy and Procedure

Student Support Officer: An Axial team member assisting students with behavioural concerns, providing counselling, and mediating issues as needed.

Suspension: Temporary removal of a student from classes or training due to misconduct, typically used while investigating an incident.

Training Manager: Responsible for managing trainers, reviewing disciplinary incidents, and deciding appropriate actions for breaches.

Verbal Warning: An initial informal reprimand issued for minor breaches, documented for reference in the student's file.

Written Warning: A formal notification issued for repeated or more serious breaches, specifying behaviour expectations and consequences for further violations.

