

## Student Discipline

### Procedure for Implementation

This procedure relates to the implementation of the Student Discipline Policy.

1. Where disciplinary action is identified as necessary, the Quality Training and Assessment Manager shall notify the program participant of the reason. Behaviour that may require disciplinary action includes:
  - Behaviour that is considered to be disruptive, inappropriate or intimidating
  - Plagiarism or collusion
  - Engagement in dangerous behaviours
  - Deliberate non-compliance with OH&S requirements
  - Improper use of Cire Training ICT facilities as per ICT usage agreement
  - Behaviour that is discriminatory, prejudiced or may be deemed as bullying or harassment
  - Inappropriate use of Cire Training equipment, resources and facilities
  - Theft
2. The first warning shall be verbal and will be recorded on the student's file.
3. If the problem continues the matter will be discussed with the program participant and a second warning in writing will be given and recorded on the student's file.
4. If the problem continues the program participant will be interviewed by the RTO Manager. If a final warning is to be given then it shall be issued in writing and recorded on the student's file.
5. In the event of the matter recurring, then the program participant may be expelled.
6. Instant expulsion of a program participant may still occur for acts of "serious and wilful misconduct" if they are deemed to be putting other students, staff, contractors, or the organisation at risk.
7. If any student feels they have been treated unfairly they have the right to put in a complaint as per the Complaints and Appeals Policy.

### Related Policies and Procedures

Student Discipline Policy

### Organisational Area

Cire Education and Training

### Approved by:

The Board

Sign:.....



Date:.....

Dec 2019

---

**Operative Date:**

December 2018

**Review Date:**

December 2020