

MISCONDUCT POLICY

Standards & Legislation

This policy incorporates the requirements of:

- Standards for Registered Training Organisations (RTOs) 2015
- VET Funding Contract, associated policies and guidelines.
- Skills First Quality Charter

Scope

The policy applies to all students currently enrolled with Cultura.

Purpose

The purpose of this policy is to provide a basis for resolving issues associated with inappropriate conduct and/or behaviour which breaches Cultura's policies and procedures and/or federal or state law.

Policy Statement

Cultura provides all students with clear expectations on the standards of conduct that are expected of them during their participation in their course or program. The rights and responsibilities of students are outlined in the Student Handbook.

This policy provides the student with the opportunity to modify their conduct and/or behaviour to align with expected standards before disciplinary action is taken.

Policy

If any student breaches the requirements or expectations of them as a student, Cultura will be required to take disciplinary action with the student to rectify and/or manage the behaviour.

The decision to initiate disciplinary action will only be made subject to:

- Exploring other potential avenues for dealing with the matter and fully exhausting these
- An investigation occurring to determine the facts
- Consultation occurring between the trainer/assessor and RTO Manager

Disciplinary action will include meetings with the student formulate an action plan for rectifying the issues. The student will be given fair goals and timelines for rectifying the behaviour. Where the student fails to meet the requirements of the action plan or the behaviour continues, Cultura will decide on appropriate further measures to be taken.

In serious cases, a Disciplinary Panel will be convened and will include senior members of Cultura's management team. The purpose of the panel is to review the disciplinary process that has been followed and reach a decision about an appropriate course of action to be followed.

In all situations and circumstances, the student will be given due time and opportunity to respond to any concerns about their conduct or failure to meet the expectations set upon them. Students will be invited to bring a support person with them to any disciplinary meeting.

Incidents of plagiarism, cheating and collusion will not be tolerated and will be dealt with according to the Quality Training and Assessment Policy and Student Discipline Procedures. Students have the right to make an appeal of any decision made under the Student Discipline Policy and Procedure according to the Complaints and Appeals Policy and Procedure.



Related Documents

- Student Discipline Procedure
- Quality Training and Assessment Policy
- Student Handbook
- Student Code of Conduct
- Complaints and Appeals Policy
- Complaints and Appeals Procedure