Behaviour Misconduct Policy and Procedures

1. Purpose

The purpose of this policy and procedure is to:

- promote a positive and respectful learning environment by setting clear expectations for student behaviour, addressing misconduct, and fostering accountability.
- encourage acceptable behaviour and to inform all staff and students about VACTS standards of behaviour.

2. Definitions

None

3. Policy statement

3.1 Standards of behaviour

A student must at all times maintain a high standard of behaviour while engaged in VACTS activities specially within the premises.

Expected Behaviours

Students are expected to:

- Treat peers, staff, and property with respect.
- Comply with VACTS policies and procedures.
- Engage actively and responsibly in learning activities.
- Communicate respectfully, avoiding discriminatory, offensive, or harmful language.
- Avoid disruptive, violent, or unlawful behaviour.

Unacceptable behaviour

Unacceptable behaviour includes, but is not limited to:

- Behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of VACTS
- Any act or failure to act that endangers the safety or health of any other person
- Actions that impair any person's participation in a legitimate activity or, by act or omission disrupts the peace or good order of VACTS
- Acting in a way that causes students or staff or other persons within PIC to fear for their personal safety
- Wilfully obstructing or disrupting any official meeting, ceremony, activity, class or examination/assessment
- Any form of harassment, whether based on gender, race, age, sexual preference or religious belief
- Wilfully damaging or wrongfully dealing with any property, or the property of any person, including theft
- Being under the influence of prohibited drugs and/or substances including alcohol
- Trespassing or knowingly entering any place within the premises of VACTS that is out of bounds to students
- Making a false representation as to a matter affecting student status
- Possession of dangerous articles or banned substances
- Abusive behaviour to others

3.2 Staff responsibilities

VACTS staff are responsible to:

- Inform all students of expectations related to behaviour;
- Explain to students what constitutes behaviour misconduct;
- Model exemplary behaviour to act as a benchmark for students and other staff;
- Supervise student behaviour and the behaviour of other staff;
- Promote a positive environment that supports a student's individual personality whilst setting clear boundaries relating to acceptable behaviour;

- Respond immediately to observed behaviour misconduct to maintain a safe environment for staff and students and to protect the rights of individuals or groups;
- If the observed behaviour misconduct is serious in nature, the staff member may suspend the student's continued participation in VACTS activities (training sessions, assessment, study sessions, field activities, etc);
- Report (in writing) behaviour misconduct when it is observed and actions taken in the immediate response using the *Incident Report*.

If the staff member reporting the incident considers that the student may be violent or is likely to cause harm to other students and /or staff, or damage property, the CEO should be contacted immediately to assess the risk. If necessary the Police are to be contacted and requested to respond to control the situation.

3.3 Student responsibilities

Students are responsible to:

- Be informed of and comply with Commonwealth or State law;
- Behave in a way that supports the freedom of other persons (students) to pursue their studies and participate in the activities of VACTS;
- Identify themselves truthfully;
- Behave in a way that supports the safety or health of any other person;
- Maintain the peace or good order of the training environment;
- Treat VACTS property with respect and prevent damage or destruction of property.
- Behave in a way that supports the conduct of official VACTS meetings, ceremony, activity, class or examination/assessment.
- Treat others with respect and not discriminate based on gender, race, age, sexual preference or religious belief;
- Be free from (not under the influence of) prohibited drugs and/or substances including alcohol during attendance at the VACTS.
- Not trespass or knowingly entering any place within the premises of VACTSthat is out of bounds to students.

- Give truthful information relating to student status; and
- Communicate in a way that demonstrates respect for others and is free from verbal abuse.

3.4 Students who have been identified for behaviour misconduct

Where student is identified for behaviour misconduct, the senior person of VACTS staff is to complete an *Incident Report* and submit this to the Training Manager (cc the CEO). Students who demonstrate behavioural misconduct are to be counselled and issued a formal warning (in writing). Students who demonstrate behavioural misconduct after being formally warned are to have their enrolment cancelled and will not be entitled to a refund.

This does not limit the requirement to provide the student suitable warning in writing and the opportunity to make oral or written representations regarding the misconduct or their right to appeal a decision. Whilst any appeal is being processed, the student enrolment is to be temporarily suspended, and the student is not to attend the VACTS premises.

3.5 Where the student's behaviour leads to the actual damage to property or harm to another person

Where the student's behaviour is so egregious or leads to the actual damage to property or harm to another person, the student's enrolment can be closed immediately, and the incident will be reported to the Police.

This does not remove the students right to appeal a decision made by VACTS. Only after any appeal process has been completed that the student's enrolment can be closed and the student will be issued a statement of attainment only for units of competency they have achieved. Whilst any appeal is being processed, the student enrolment is to be temporarily suspended, and the student is not to attend the VACTS premises.

4. Considerations

None.

5. Procedure

Steps		Person/s responsible
5.1 Managing student behaviour misconduct		
i.	**Set expectations regarding behaviour** Behaviour expectations are to be communicated to prospective students through pre-enrolment information including in the student handbook. After the student has commenced their course behaviour expectations are to be communicated during orientation on the first day of training. This applies to both long and short courses.	Trainer
ii.	**Take immediate action if a studentacts in a way that breaches behaviour misconduct policy** Where student is identified for behaviour misconduct, the senior person (of VACTS staff) who observes or confirms the incident is to complete an *Incident Report* and submit this to the Training Manager (cc the CEO). The CEO is to consider all the circumstances and may interview the student to ensure they are informed of all details and all perspectives of the incident. For minor incidents, staff may address the issue informally through discussion with the student. They should encourage the student to reflect on their behaviour and make necessary changes.	Trainer, Training Manager, Office Manager, CEO
iii.	**Determine the best course of action based on the severity of the students behaving this conduct** Where the student's behaviour is poor but does not reach the threshold of being so egregious or leads to the actual damage to property or harm to another person, the student will be allowed to continue with their enrolment; however, the student will be referred for counselling and formal warning. Where the student's behaviour is so egregious or leads to the actual damage to property or harm to another person, the student's enrolment can be closed immediately, and the incident will be	CEO

	reported to the Police. This does not remove the students right to appeal a decision made by VACTS. Only after any appeal process has been completed that the student's enrolment can be closed and the student will be issued a statement of attainment only for units of competency they have achieved. Whilst any appeal is being processed, the student enrolment is to be temporarily suspended, and the student is not to attend the VACTS premises. The details and the rationale of the consideration on the best course of action in regard to the student continuing in the course, are to be recorded on the student's record within the student management system.	
iv.	**The student is to participate in counselling in regard to their behaviour** Where a student reported for behaviour misconduct, the student needs to be referred to the student support officer where they are to be performance counselled on their behaviour and educated in corrective actions to improve their behaviour moving forward. The counselling and the meeting event is to be recorded on the form *Student Support Meeting Record* and saved to the student record within the student management system.	Student Support Officer
v.	**Issue the student a formal warning for behaviour misconduct** Either at the time of the counselling session or immediately after, the student is to be issued a formal written warning. This written warning is to inform the student of the seriousness of their behaviour and the consequences if the behaviour re-occurs.	Student Support Officer, CEO
vi.	**Behaviour misconduct re-occurs** Students who demonstrate behavioural misconduct after being formally warned are to have their enrolment cancelled and will not be entitled to a refund. This does not limit the requirement to provide the student suitable warning in writing and the opportunity to make oral or written representations regarding the misconduct or their	Trainer, Training Manager, Office Manager, CEO

	right to appeal a decision. Whilst any appeal is being processed, the student enrolment is to be temporarily suspended, and the student is not to attend the VACTS premises. The details of the students reoccurring behaviour misconduct are to be recorded using the *Incident Report* and saved on the student's record within the student management system.	
vii.	**Cancel enrolment** The student's enrolment will be closed, and the student will be issued a statement of attainment.	Office Manager
viii.	**Document incident and actions taken** The details in regard to the student's behaviour and enrolment cancellation, are to be recorded on the student's record within the student management system.	CEO

6. Related Documents/Forms

Forms

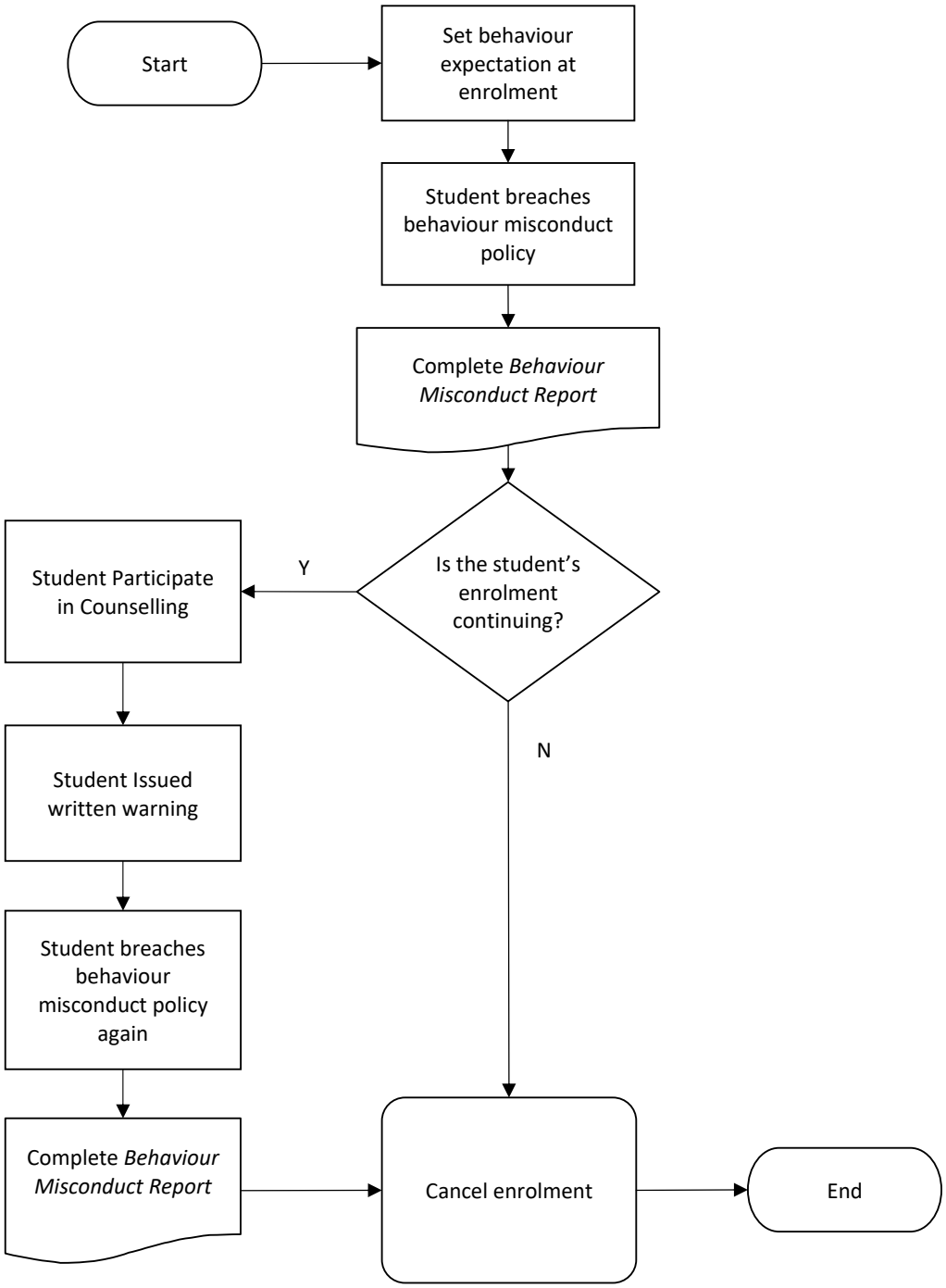
- Incident Report
- Student Support Meeting Record
- Complaints or Appeals form

Handbooks, manuals or other documents

- Student Handbook
- Appeals Handling Policy
- Complaints Handling Policy

7. Flow chart

Managing student behaviour misconduct



8. Reference(s)

2025 Standards for Registered Training Organisations (RTOs) :

Outcome Standards for RTOs, Standard 2.5. The learning environment promotes and supports the diversity of VET students.

ESOS Act 2000 - National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 6

- **Standard 6 Overseas student support services:** This standard sets out that registered providers must assist overseas students to adjust to study and life in Australia and have appropriate orientation programs that help overseas students to access the information and services they require.
- **Standard 10 Complaints and appeals:** This standard sets out that registered providers must ensure their overseas students have the right to natural justice protected through access to professional, timely, inexpensive and documented complaints handling and appeals processes.