



LEARNER DISCIPLINE POLICY

INTRODUCTION

1. GippsTAFE is committed to ensuring that all learners understand their individual responsibility whilst studying at GippsTAFE.
2. This Policy provides advice to teachers and learners at GippsTAFE regarding learner discipline. It has been prepared in consideration of Standard 16.7 of the Standards for NVR Registered Training Organisations 2011 ("the Standards").

POLICY

Academic misconduct, inappropriate or disruptive behaviour, as set out below constitute serious offences and are not tolerated in any form at GippsTAFE. Such offences include:

1. Refusal to obey a reasonable order, or direction given, where a GippsTAFE staff member has reasonable concern to believe that the order or direction was necessary to:
 - ensure the safety of the learner or any other person;
 - ensure order in the learning environment or GippsTAFE grounds; or
 - prevent damage to GippsTAFE property.
2. Harassment or bullying of any person at any campus, for any reason, including, but not limited to visual appearance, ethnicity, gender, sexual preference or political or religious belief. Such behaviour consists of, but is not limited to, exhibiting persistent, unwelcome and unreciprocated behaviour which may be physical, verbal or visual and which may cause the victim unnecessary feelings of distress, guilt, confusion and/or fear. Harassment or bullying can be inflicted physically, verbally or electronically.
3. Wilful, reckless or negligent engagement in conduct which causes or may cause bodily harm to another person.
4. Behaving in a manner or engaging in any conduct which is detrimental to the reputation and interests of GippsTAFE.
5. Dressing in an inappropriate or provocative manner.
6. Wilful, reckless or negligent causing of damage to or removing or wrongfully interfering with any property/facility of GippsTAFE, a staff member, a learner, guest or visitor to GippsTAFE.
7. Refusing to reimburse GippsTAFE for damages to property/facility as outlined above.
8. Driving negligently or dangerously whilst on GippsTAFE premises, or parking illegally or in any non-designated area on GippsTAFE grounds.



9. Failing to return any property belonging to GippsTAFE.
10. Engaging in false representation, whether written or oral, in any matter concerning studying at GippsTAFE.
11. Failing to adhere to any GippsTAFE policy.

PENALTIES

A learner who engages in any activity outlined above will face certain penalties as outlined below. Such penalties may include one or more of the following:

1. In the first instance a learner who is suspected of, or who has engaged in such behaviour, will be given a verbal warning by the GippsTAFE staff member aware of the behaviour. Such verbal warning will be recorded on the individual learner file.
2. Following a verbal warning, a learner who persists with the behaviour will receive a formal written warning from the relevant Campus Manager. A copy of the formal written warning will be recorded on the individual learner file.
3. If a learner persists with the behaviour, following a formal written warning, the learner will be suspended from their course for a period of time depending on the severity of their breach of this policy.
4. A learner who persists with the behaviour following a verbal warning, written warning and suspension, will be expelled from GippsTAFE.

SUPPORTING DOCUMENTATION

GippsTAFE Learner Discipline Documentation
GippsTAFE Learner Appeals Policy
GippsTAFE Cheating & Plagiarism Policy and Procedure
GippsTAFE Illegal & Addictive Substance Policy
GippsTAFE ICT Policy & procedure
GippsTAFE Internet Code of Conduct
GippsTAFE Network Access Guidelines
GippsTAFE Student Use of Computers Policy
GippsTAFE Wireless Network Access Policy & Procedure
GippsTAFE Learner Appeals Policy

APPLICATION

All learners of GippsTAFE

RESPONSIBILITY

Educational Performance Advisor

AUTHORITY

General Manager Teaching & Learning, September 2011

To be reviewed in September 2013