



LEARNER APPEALS 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 appeals. It has been prepared in consideration of Standard 16.7 of the Standards for NVR Registered Training Organisations 2011 (“the Standards”).

POLICY

1. A learner who has been issued with a Notification of Suspension or a Notification of Immediate Expulsion has the right to appeal the decision.
2. A learner who has been issued with a Notification of Suspension or a Notification of Immediate Expulsion shall not be permitted to attend classes prior to or during the appeals process.
3. A learner wishing to pursue an appeal may do so by way of a written submission to the General Manager Teaching & Learning (“the General Manager”).
4. Upon receipt of a written submission, it is the responsibility of the General Manager to assemble an Appeals Panel.
5. The Panel shall consist of (3) GippsTAFE staff. Staff will be chosen on the basis of their knowledge of the subject/industry area and their impartiality, to facilitate the process of natural justice.
6. The learner must attend the Appeals Panel and may have an advocate/support person of their choice who is **not** a GippsTAFE staff member and who is **not** attending in a legal capacity, present at the hearing.
7. The General Manager, or their nominee, shall ensure all relevant records detailing the sequence of events to date are distributed to the members of the Appeals Panel well in advance of the hearing date.
8. The General Manager, or their nominee, shall ensure appropriate correspondence regarding the appeal venue, date, time, sequence of events to date, as well as any other arrangements that have been put in place for the learner’s hearing are sent to the learner and if necessary, the learner’s parent/guardian and employer/school.
9. Appeals are to be handled sensitively and efficiently.



10. If the outcome of the Appeals Panel is favourable, the learner may be reinstated under conditions established by the Panel. It is the responsibility of the General Manager to ensure appropriate correspondence is sent to the learner advising them of the outcome of the appeal. A copy of the correspondence is to be maintained within the relevant department, as well as the individual learner's file. If necessary/desirable, a copy will be sent to the learner's parent/guardian and employer/school.

11. The decision of the Appeals Panel is final.

12. If a learner is dissatisfied with the outcome of the Appeals Panel, they are entitled to contact the Australian Skills Quality Authority.

SUPPORTING DOCUMENTATION

GippsTAFE Learner Discipline Documentation

APPLICATION

All learners of GippsTAFE

RESPONSIBILITY

Educational Performance Advisor

AUTHORITY

General Manager Teaching & Learning, November 2011

To be reviewed in November 2013