

Student Code of Behaviour Policy and Procedure

The Learning Professionals

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1. POLICY STATEMENT

The Student Code of Behaviour policy is designed to establish the basis for the Students' Code of Conduct, describe the Code's principles and set out the foundation for the Code's procedures, including penalties. There are consequences for non-compliance with the Student Code of Behaviour including immediate suspension or cancellation in the case of severe breaches and/or behaviour that may be construed as threatening to the safety of the student, other students, or any person on The Learning Professionals premises.

2. SCOPE

The Student Code of Behaviour Policy applies to all students enrolled in The Learning Professionals' courses.

3. DEPARTMENTS AFFECTED

This Policy applies to all Training Departments, Admissions, Student Support, Finance and Compliance.

4. RESPONSIBILITY, ADHERENCE AND ENFORCEMENT

The CEO is responsible for this policy ensuring staff, authorised education agents and students are aware of Student Code of Behaviour policy and procedure.

The RTO Manager is responsible for the implementation of this policy.

The whole staff are responsible for the application of this policy.

5. DEFINITIONS

Course	A vocational qualification offered by The Learning Professionals
Default tuition fees	The student failed to pay the due amount of tuition fee by the due date

6. PROCEDURES

6.1 General requirements

6.1.1 Students enrolled at the Learning Professionals (LP) are required to respect the following rights:

- The right to be treated with respect by others
- The right to be treated fairly and without discrimination regardless of religion, racial and cultural differences, sexual preference, age, disability, and socio-economic status
- The right to be free from all forms of intimidation
- The right to study in a safe, clean, orderly, and cooperative environment

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- The right to have any disputes settled in a fair and rational manner in line with the Complaints and Appeals Procedure
- The right to work and learn in a supportive environment without interference from others
- The right to express and share ideas and to ask questions
- The right to be treated with politeness and courtesy at all times

6.1.2. The Student Code of Behaviour requires the following expectations to be adhered to:

- The expectation that The LP's property will be protected from damage or other misuse. This includes obeying any signs that specify correct use of LP's property e.g., kitchen equipment, student printers etc.
- The expectation that students will not engage in cheating or plagiarism
- The expectation that students will not be under the influence of drugs and/or alcohol while on campus
- The expectation that students will submit work when required
- The expectation that students will be punctual for classes
- The expectation that students will treat LP's staff, trainers, and fellow students with respect and without discrimination
- The expectation that students will maintain consistent attendance at all required classes and assessments
- The expectation that all fees will be paid by the due date
- The expectation that students follow all the policies and procedures applicable to them.

6.1.3. The Code of Behaviour policy is available on LP's website and in the Student Handbook.

6.1.4. All students are required to adhere to LP's Student Code of Behaviour.

6.1.5. The CEO must, prior to implementation, approve any disciplinary actions arising from breaches of the Student Code of Behaviour.

6.1.6. Any decision by the CEO in relation to student discipline can be appealed using the Student Complaints and Appeals procedure.

6.2 Disciplinary actions for breaching Code of Behaviour

6.1.7. Unsatisfactory attendance

- The minimum required level of attendance is 70% of scheduled sessions. Student's attendance will be monitored by the student support team. If students are identified being at risk of falling below 70% their course contact hour, intervention strategies will be undertaken. Refer to Attendance policy for more details.
- If the student has not responded to the intervention strategies and not accessed the appeal process within 22 days or withdrawn from the appeal process, or no contact has been made by the student within 22 days since the intention to cancel being sent, the student's enrolment is cancelled.

6.1.8. Non-commencement of study

- LP will initiate a cancellation of the offer and the eCoE when a new student fails to commence within 15 working days of the orientation date as specified on the letter of acceptance. The student will not be entitled to refunds or an extension of course as a result

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of non-commencement (student default). The eCoE will be cancelled, the student and/or Education Agent will be notified prior to the cancellation. A copy of the cancelled eCoE will be sent for their reference. Appealing rights are not offered when the student has not commenced studies at LP.

- For international students, the Department of Home Affairs will be notified of the cancellation of enrolment via Provider Registration and International Student Management System (PRISMS), which may result in the cancellation of student's visa.

6.2.3 Non-commencement after break

- A student fails to re-commence within 15 working days of the deferral and the break will receive the first warning letter.
- The intention to cancel letter will be sent if the student has not re-commenced and/or not responded to the first warning letter within 5 working days. The student has 20 working days from the date the letter is sent (plus 2 working days for the postal handling) to appeal.
- If the student has not accessed the appeal process within 22 working days or withdrawn from the appeal process, or no contact has been made by the student, the student's enrolment is cancelled.
- For international students, the Department of Home Affairs will be notified of the cancellation of enrolment via Provider Registration and International Student Management System (PRISMS), which may result in the cancellation of student's visa.

6.2.4 Non-payment of fees

- If students are found to have defaulted in the payment of tuition fees, they will be sent reminder letters detailing the late payment and advising them to see the Finance Department immediately.
- If students still do not pay after the third reminder letter, a final warning letter is sent outlining The Learning Professionals intent to cancel their enrolment. This letter will inform the students of their right to access complaints and appeals process within 20 working days (plus two working days for postage and handling). The cancellation of a student's enrolment cannot take effect until the appeal process is completed.
- Student's enrolment will be cancelled if the appeal is not upheld, or the student withdraws from the appeal process.
- For international students, the Department of Home Affairs will be notified of the cancellation of enrolment via Provider Registration and International Student Management System (PRISMS), which may result in the cancellation of student's visa.

6.2.5 Academic misconduct (Plagiarisms and cheating)

- Students found cheating during assessment, or who have submitted plagiarized work, will be given an opportunity to explain their case. Depending on the situation, the Academic Manager shall decide whether the student should repeat the unit and pay the repeat tuition fee or resubmit the assessment and have the breach dealt with under other provisions of the Student Code of Behaviour.
- Where applicable, an improvement plan will be developed to assist the student to complete the course.

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6.2.6 Possession, distribution, or consumption of drugs and/or alcohol

- If a student is found to be, or is suspected of possessing, distributing, consuming, or being affected by drugs and/or alcohol, LP will take appropriate action based on the severity of the student's breach of Student Code of Behaviour.
- If the student behaves in the above-described manner, the student will be asked to leave LP's premises (where appropriate). The trainer in charge, or the Course Coordinator, must complete an incident form to record all the necessary information (e.g., date, time, people involved, nature of the incident etc.). The student will also be issued a warning letter for breaching the Student Code of Behaviour. Three warnings can lead to the cancellation of the student's enrolment. Severe breaches of the Code of Behaviour can lead to immediate cancellation of enrolment.
- If the student displays any signs of violence likely to cause harm to others, LP's staff will call the nearest police station and report the student. First aid and other medical assistance may be provided if required and where appropriate.
- Information about the abuse of drugs/alcohol is a private matter and only needs to be shared between students, their parents/guardians, and a supporting community agency. However, at the discretion of the CEO, and with the student's consent, the information may be provided to staff who have direct responsibility for the student.
- LP's staff have a duty of care to pass on information to a member of management if they have knowledge about illicit drug use by students, irrespective of whether the use:
 - is confirmed, suspected or likely to occur; and
 - occurs on or outside LP's premises.
- Note: Under this duty of care, LP's staff cannot promise unconditional confidentiality to students.

6.2.7 Other breaches to the Code of Behaviour

- For any other breach of behaviour, a member of LP's staff will contact the student to arrange a meeting to discuss the issue or behaviour and determine how the issue may be rectified. The meeting and the outcomes will be documented in the "Code of Behaviour" letter. This letter will be issued to inform the student of the disciplinary action to be taken as discussed in the meeting.
- Where there is a second breach of the Student Code of Behaviour, the student will be invited to attend a personal interview with the appropriate Managers to further discuss the breaches. This meeting and its outcomes will be documented, in the "Code of Behaviour" letter. This letter will be issued to inform the student of the disciplinary action to be taken as discussed in the meeting.
- Should a third breach of the Student Code of Behaviour occur, the student will be sent a letter about the intention to cancel their enrolment. This letter will inform the student of their right to access LP's complaints and appeals process within 20 working days (plus two working days for postage and handling).
- Failure to attend scheduled meetings may result in LP deciding to suspend or cancel a student's enrolment.

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- Failure to have any reasonable grounds or exceptional circumstances when found to have disobeyed signage or deliberately disregarded notices causing damage or misuse of LP's property may result in the student being liable for associated costs.
- Student's enrolment will be cancelled if the appeal is not upheld, or the student withdraws from the appeal process.
- For international students, the Department of Home Affairs will be notified of the cancellation of enrolment via Provider Registration and International Student Management System (PRISMS), which may result in the cancellation of student's visa.

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