# Student Disciplinary Procedure

## Purpose

The purpose of this procedure is to ensure that all staff and students are aware of the occasions where disciplinary actions may be required and the actions and steps the RTO will take.

## Scope

All Goodstart Institute of Early Learning staff involved with students must comply with the following student disciplinary procedures:

1. All results at any level must be documented in the Diary Notes section of the Data Management System (Edupoint).
2. Upon receipt of information of student misconduct, the National Manager, Goodstart Institute of Early Learning may temporarily suspend any student until final determination of complaints against him/her when the physical or emotional wellbeing of the student, other students, the faculty or the staff might be endangered.
3. If the final disposition of the National Manager is not acceptable to the Student, he/she may follow the Complaints and Appeals Procedures.

## Procedure

<table>
<thead>
<tr>
<th>Step No</th>
<th>Overview</th>
<th>Description/Who is responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1</strong></td>
<td>Initial Disciplinary Action with Student</td>
<td>Disciplinary action against a student is first acted upon at the level of the member of the Institute staff. Prior to the decision to impose any penalty as provided above, the staff member shall discuss the matter with the student involved and afford the student the opportunity to explain his/her conduct. If the student disputes the action taken by the staff member, the student may initiate complaints/appeals as outlined in the Complaints and Appeals Procedure.</td>
</tr>
<tr>
<td><strong>STEP 2</strong></td>
<td>Further Disciplinary Action Required – Referral to National Manager, Institute of Early Learning</td>
<td>If the staff member believes the student’s action warrants other disciplinary action, they should contact the National Manager Institute of Early Learning as outlined below. The party bringing a complaint against a student shall file a written complaint with the National Manager Institute Manager stating his/her assertion that additional penalty is warranted. Upon receipt of the information regarding the student’s misconduct, the Student Services Officer shall provide the...</td>
</tr>
</tbody>
</table>
student with a copy of the complaint. The National Manager Institute of Early Learning may dispose of the case if it does not carry the penalty of probation or suspension in one of the following manners:

- Dismiss the allegation and notify the party bringing the complaint
- Assign a counsellor (from staff or the Student Services Officer) to the case if the case requires counselling
- Conduct a private hearing with the student and the party bringing the complaint to resolve the matter

If the student’s action is serious enough to carry the penalty of probation or suspension, the student shall be notified in writing of the specific complaint against him/her, which may justify probation, suspension or dismissal from the Institute. Such notification shall include names of witnesses against him/her, a report of facts to which these witnesses will testify, and shall request the student to appear for a hearing with the National Manager Institute of Early Learning, (time and date specified) at which he/she may defend himself/herself and produce oral testimony or written affidavits of witnesses on his/her behalf.

Examples of instances that could result in disciplinary action

- Unprofessional behaviour in work placement e.g. swearing, rudeness, ongoing lateness, lack of participation.
- Plagiarism or cheating
- Abuse or threat to RTO staff or fellow student
- Student Non progression