

Policy area	Student Support
Standards	Outcome Standards for RTOs, Standard 2.5.
Responsibility	CEO & PEO, Academic Manager, Student Support Officer
Classification	Public

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 Australian Vocational Training Institute standards of behaviour.

2. Policy statement

2.1 Standards of behaviour

A student must at all times maintain a high standard of behaviour while engaged in Australian Vocational Training Institute activities either within the premises of RTO Nam or at another location.

Expected Behaviours

Students are expected to:

- Treat peers, staff, and property with respect.
- Comply with Australian Vocational Training Institute 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:

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- Behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of Australian Vocational Training Institute
 - 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 Australian Vocational Training Institute
 - Acting in a way that causes students or staff or other persons within the RTO 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 Australian Vocational Training Institute 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

2.2 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 Australian Vocational Training Institute;
- 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 Australian Vocational Training Institute property with respect and prevent damage or destruction of property;
- Behave in a way that supports the conduct of official Australian Vocational Training Institute 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 Australian Vocational Training Institute;
- Not trespass or knowingly entering any place within the premises of Australian Vocational Training Institute that 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 Australian Vocational Training Institute staff is to complete a *Behaviour Misconduct Report* and submit this to the Academic Manager (cc the CEO & PEO). 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. In case of an overseas student cancelling their enrolment may also lead to college cancelling their eCOE on the PRISMS system, this might affect their student visa condition.

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 Australian Vocational Training Institute 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 Australian Vocational Training

Institute. 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 Australian Vocational Training Institute premises.