

## **Student Discipline Policy**

### **Purpose:**

This policy and procedure is to be used by Academy of Celebrancy Australia® where a student / trainee continually breaches company rules or where a single incident is a serious breach of discipline.

### **Scope:**

This policy covers all students / trainees enrolled with Academy of Celebrancy Australia®.

### **Definitions:**

Students / Trainees have a right to:

- Be treated with respect and fairly
- Pursue their learning activities in a supportive and stimulating environment
- Learn in an environment free of discrimination and harassment
- Privacy of their personal information and student records held by Academy of Celebrancy Australia®.
- Lodge a complaint without fear of victimisation.

### **Student / Trainee Responsibilities:**

- Treat other students / trainees and company staff with respect and fairness
- Follow any reasonable direction from company staff
- Not engage in plagiarism, collusion or cheating in any assessment activity
- Be punctual and regular in attendance
- Submit assessment events by the due date or seek approval to extend the due date
- Behave honestly in their dealings with the Academy of Celebrancy Australia®
- Refrain from using mobile phones or pagers in classrooms
- Return company equipment / materials on time
- Observe normal safety practices; e.g. Wear approved clothing and protective equipment
- Refrain from swearing
- Refrain from smoking in company buildings and designated areas

- Behave in a responsible manner by not:
- Harassing fellow students / trainees or company staff
- Damaging, stealing, modifying or misusing property (including electronic records)
- Being under the influence of alcohol or drugs
- Engaging in any other behaviour, which could offend, embarrass or threaten others. Breach of discipline means any conduct that impairs the reasonable freedom of other persons to pursue their learning or work, or is in breach of the Academy of Celebrancy Australia®'s rules / code of conduct.

**A student / trainee commits a breach of discipline if s/he:**

- Assaults a person on the premises of the company
- Unlawfully removes, damages or uses any property of another person or the company
- Acts dishonest in any way in relation to any courses they are currently enrolled in
- Fails to pay or willfully disputes payment for any courses they have enrolled in and it is found that there is clear evidence of an enrolment
- Obstructs staff of Academy of Celebrancy Australia® in the performance of their duties
- Obstructs the teaching / training of a group or an assessment activity
- Commits or engages in any dishonest or unfair act in relation to an assessment activity
- Wilfully disobeys or disregards any lawful order or direction given by a member of staff
- Enters part of the company's premises when directed not to do so by a member of staff
- Fails to leave part of the company's premises when directed to do so by a member of staff
- Fails to return company property or pay replacement costs when instructed to do so
- Fails to pay financial commitments to Academy of Celebrancy Australia®
- Enters part of the company's premises whilst under the influence of alcohol or a drug

- Engages in any unlawful activity on the company's premises such as using, possessing or supplying any prohibited drug, substance or weapon
- Discriminates against a person on the grounds of the person's age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability or religion
- Incites hatred towards, serious contempt for, or severe ridicule of, a person or group of persons on the grounds of the person's age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability or religion of the person or members of the group

**Policy:**

1. Academy of Celebrancy Australia® is committed to the principle of ensuring that every student / trainee has the right to participate in training programs, free of inappropriate behaviour that may impair the learning processes, or the well being of individuals.

2. Both staff and students / trainees have an interest and a responsibility to prevent minor behavioural problems from becoming larger ones.

3. Attempts are to be made to solve behavioural problems of students / trainees through discussion and mediation before the provision of more formal procedures are invoked.

4. Academy of Celebrancy Australia®'s Training Manager\* may apply any of the following penalties where s/he is satisfied a breach of discipline has been committed and the penalty matches the seriousness of the breach:

- A verbal or written reprimand
- A requirement to attend counselling at a specified time and place
- Payment of compensation by student for damages or loss of resources
- Restitution of property removed or damaged
- Use of specified equipment only in accordance with certain conditions (for a set period)
- Exclusion from Academy of Celebrancy Australia® Australia • Issue of testamur delayed until student has complied with the order

5. The student / trainee may appeal the penalty under Academy of Celebrancy Australia® Australia's Customer Complaint and Appeals Policy.

**Procedure:**

1. A staff member who believes that a breach of discipline has occurred should report the breach of discipline to Academy of Celebrancy Australia®'s Training Manager\* without delay.
2. If appropriate, the student / trainee can be ordered off the company's premises for the remainder of the day on which the breach takes place. Circumstances where it may be appropriate to exclude the student / trainee from the company's premises for the remainder of the day will include serious cases of breach of discipline such as violence, abusive behaviour, discrimination, vandalism, wilful disobedience of a staff direction, or blatant assessment cheating.
3. The staff member reports the breach to Academy of Celebrancy Australia®'s Training Manager\* in writing with the following particulars:
  - Student / trainee name and program
  - Description of the breach of discipline
  - Damage or inconvenience caused by the breach
  - Level of cooperation given by the student / trainee
  - Witnesses to the breach
  - Evidence available to support the claim of a breach.

Note in situations of greater urgency, such as cheating or violence an oral report will be made to Academy of Celebrancy Australia®'s Training Manager\* in the first instance, followed by the written report as soon as practicable thereafter.

4. Within five days of the report, the Training Manager\* will speak to the student / trainee privately, in the presence of the relevant member of staff if possible and if not then in the presence of a third party chosen by the Training Manager\*. The Student / Trainee will be cautioned and advised of the possible consequences and the grounds for such report. Confidentiality of the meeting will be maintained.

5. Any penalty to be imposed will be communicated to the student / trainee in writing within 10 days of the above meeting. The student / trainee must also be advised of the right to appeal the penalty under Academy of Celebrancy Australia® Australia's Customer Complaints and Appeals Policy.
6. Actions taken under this policy will be documented and archived for audit purposes.
7. Academy of Celebrancy Australia®'s Training Manager\* will be the person responsible for the implementation and maintenance of the policy.

\* Training Manager, CEO or any other appointed internal resource