



Student Behaviour

Area	Training		Classification	Students	
Last Updated	Oct 2010	Version	2010-02	Co-ordinating Responsibility	CEO / DOS Course Managers International Student Liaison Officer Student Support Officer
Next Review	Oct 2011	Approved by	Janet Lawrence CEO/DOS	Distribution	Policy and Procedure Manual, Website

POLICY

The purpose of this procedure is to outline the system used for ensuring students meet the behaviour requirements of Australasian Lawrence Aged Care College.

Requirements

Students are required to adhere to ALACC's Student Code of Behaviour at all times

The CEO / Director of Studies must, prior to implementation, approve any discipline actions arising from breaches of the Student Code of Behaviour

Any decision by the CEO / Director of Studies in relation to student discipline can be appealed using the Student Complaints and Appeals procedure

Students must adhere to the following Student Behaviour Code whilst studying with Australasian Lawrence Aged Care College:

- The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- The right to be free from all forms of intimidation
- The right to work in a safe, clean, smoke free, orderly and cooperative environment
- The right to have personal property (including computer files and student work) and Australasian Lawrence Aged Care Colleges' property protected from damage or other misuse
- The right to have any disputes settled in a fair and rational manner (this is accomplished by 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 courteously at all times
- The expectation that students will not engage in cheating or plagiarism
- The expectation that students will submit work when required
- The expectation that students will at all times meet the requirements, terms and conditions in the student agreement including payment of fees
- Maintaining 80% attendance in each study period

Step PROCEDURE

1	A member of Australasian Lawrence Aged Care College will contact students in the first instance to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
2	Where the issue or behaviour continues, students will be invited for a personal interview with the CEO / Director of Studies to discuss this issue further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
3	Should a third breach of the Student Code of Behaviour occur after the stage 2 meeting, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file.
4	After the three steps in the discipline procedure have been followed, and breaches of the Code of Behaviour still continue, training services may be withdrawn, and if the behaviour comes within the meaning of student misbehaviour, as set out in the Deferment, Suspension and Cancellation Policy of ALACC, the CEO/ Director of Studies may decide to suspend or cancel the enrolment of the student.
5	If ALACC intends suspending or cancelling the student's enrolment where it is not at the student's request, the student must be informed they have 20 working days, plus 2 days for postage, to appeal to ALACC. If the appeal is not upheld or the student withdraws from the appeal process then the ALACC must report the student to DEERW via PRISMS. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating the student's welfare.
6	Suspension or cancellation of student's enrolment has to be reported to DEEWR which may affect the status of student's VISA.
7	At any stage of this procedure, prior to point 5 above, students are also able to access ALACC'S complaints and appeals procedure to settle any disputes that may arise. ALACC's complaints and appeals policy does not inhibit student's rights to pursue other legal remedies at any point during or after the implementation of procedure.