

## **STUDENT DISCIPLINARY POLICY**

### **Policy Summary**

All Students are expected to follow the Student Charter, which outlines the rights and responsibilities of students while studying at Glenroy Neighbourhood Learning Centre (GNLC).

### **Scope**

This Policy applies to all students and staff who interact with students.

A complaint brought under this Policy may relate to a course, facilities, timetable, resources or any other issue relating to study. It also applies to the behaviour or actions of another student enrolled at GNLC

Allegations of discrimination, harassment and bullying are managed under the Discrimination, Harassment and Bullying Prevention and Management Policy and Procedure.

Complaints from students about GNLC staff and / or facilities are managed under the Student Complaints and Resolution Policy and the Student Complaints and Resolution Procedure.

### **Definitions**

Nil

### **Guiding Principles**

The Student Charter is included in GNLC Student Handbooks

### **Policy Statement**

Student Charter is consistent with GNLC's values in ensuring the rights and responsibilities of all students and GNLC are acknowledged and respected.

All Students are expected to follow the Student Charter and participate in learning in a manner that promotes respect and appropriate behaviour with others.

All Staff are required to observe appropriate standards of behaviour when interacting with Students.

## **Part A: The Student Charter:**

A copy of the Student Charter is included in the Student Handbook.

### **Glenroy Neighbourhood Learning Centre will:**

1. Provide a supportive, stimulating and effective learning environment that empowers students to reach their potential;
2. Provide quality learning experiences in accordance with quality learning and teaching practice;
3. Provide the physical learning environment and facilities to support students to succeed at their studies;
4. Provide accurate, timely and useful information to students in relation to their course of study, enrolment, policies, services and processes;
5. Provide an environment free from discrimination and harassment in accordance with Commonwealth and State Legislation;
6. Provide timely and constructive feedback on assessment recognising it as a valuable part of the learning process;
7. Provide fair, transparent and efficient complaints, grievances and appeals procedure;
8. Provide a clear statement of acceptable academic behaviour by students;
9. Treat personal information confidentially and ensure it is only released with the student's consent or when legally required;
10. Expect that all staff adhere to ethical values of honesty, trust, fairness, respect and responsibility;
12. Respect individual student needs and abilities including recognition of previous and current learning experience.

### **It is expected that students will:**

1. Engage actively with the educational, social and cultural life of the Centre;
2. Be fully committed to their own learning including taking responsibility for monitoring their own progress;
3. Respect the diversity of all students and staff and support an environment free from discrimination and harassment in accordance with Commonwealth and State Legislation and associated GNLC policies;

4. Demonstrate a commitment to the ethical values of honesty, trust, fairness and responsibility including treating other students with respect;
5. Respect all staff, property and facilities;
6. Provide honest and constructive feedback about their programs and participate in continuous quality assurance processes;
7. Acquaint themselves with policies and procedures relevant to their enrolment and course of study and adhere to the rules and regulations of the Centre as they apply to students.

### **Part B: Breaches of the Student Charter**

Any breaches of the Student Charter will be managed in accordance with the Student Disciplinary Procedure.

### **Relevant Procedures and Policies**

- Student Disciplinary Procedure
- Complaints and Resolution Policy
- Students Complaints and Resolution Procedure

### **Relevant Legislations**

- Standards for Registered Training Organisations (RTOs) 2015 This Policy accords with the Australian/New Zealand Standard: Guidelines for complaints management in organizations ISO 10002:2014.
- Education and training Reform Act 2006 (VIC)
- Education and training Reform Regulations 2017
- AQTF Essential Conditions and Standards for Continuing Registration



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