

37. STUDENTS DISCIPLINE & CODE OF CONDUCT POLICY (S)

Legislative implications

This policy is informed by federal and state legislation. You need to be aware that breaches of the code of conduct may also be a breach of legislation. You are therefore informed that you have an obligation under the state and federal legislations to comply. GTPS has outlined the following examples but reiterates you are obligated to observe all relevant state and federal legislations.

Scope:

To ensure you receive equal opportunities and gain maximumly from your time with us, these rules apply to all students of GTPS. Any person(s) who displays dysfunctional or disruptive behaviour may be asked to leave a class or in extreme cases the course.

Dysfunctional behaviour may include:

- ✓ continuous interruptions to the trainer whilst delivering the course content
- ✓ smoking in non-smoking designated areas
- ✓ being disrespectful to other participants
- ✓ harassment by using offensive language
- ✓ sexually harassing others
- ✓ acting in an unsafe manner that places yourself and others at risk

If you are asked to leave a session or course, you have the right of appeal through our appeals process.

1. All discipline issues are handled professionally and confidentially to achieve a satisfactory resolution.
2. All parties have a clear understanding of the steps involved in the discipline procedure via an initial meeting
3. You are provided with details of external authorities you may wish to approach.
4. All Disciplinary issues are managed fairly and equitably and as efficiently as possible.

Any disciplinary problems may be managed through an informal or a formal process or both if deemed necessary

Your rights and responsibilities:

You have a right to expect that:

- ✓ You will learn in an environment that promotes justice, equity and enables pursuit of excellence
- ✓ You will be treated with respect and be listened to
- ✓ You will be supported through your learning
- ✓ Course content will be delivered by competent trainers
- ✓ As much information about the course is provided to you prior to and during your learning.
- ✓ You can raise any issues you deem to be unfair, inconsistent to what has been promoted or anything associated with your learning. Our complaints policy explains how you can go about this. Please read it carefully
- ✓ Will be assessed as per the laid outlined assessment methods you have been informed about before the commencement of any course.

In return you are expected to:

- ✓ Be punctual in class and stay through to the end. Late arrivals and early departures disrupt learning for others and may result with you being deemed as having not attended class
- ✓ If not coming to class notify the GTPS office via a phone call or email or send a message (SMS)
- ✓ Contact GTPS Trainer for alternative arrangements in relation to missed out classes
- ✓ Not to turn up in class under the influence of drugs and/or alcohol
- ✓ Not consume drugs and/or alcohol within the GTPS training premises
- ✓ Put mobile phones to vibrate or silent while in class
- ✓ Not tape or record any of the classes
- ✓ Not to take photos of trainers' power points and/or other students work
- ✓ Not to take photos of trainer or other students without their verbal or written consent. Please note photo taking without consent is a breach of someone's privacy and they can take legal action against you.
- ✓ Behave in a manner that allows other students to enjoy their learning
- ✓ Treat other students and Staff at GTPS with consideration and respect
- ✓ Not make negative/abusive remarks in class about other students, trainers or industry such as may be deemed disrespectful to the aforementioned or deemed as having a negative impact.
- ✓ Not to use of discriminative, rude, obscene, bullying, harassing, inappropriate language or actions
- ✓ Observe Evacuation Procedures and make note of all emergency exists
- ✓ Not act in an unsafe manner toward self and others e.g. verbal and physical aggression or possession of weapons
- ✓ Report any potential hazards, near misses, accidents & incidents
- ✓ Not to lift and if you volunteer to assist with furniture arrangement for example, seek to do it with required assistance
- ✓ Not attend to electrical equipment – reserved only for licensed personnel
- ✓ Complete assessments as laid out for the specific qualifications, monitor progress and observe assignments deadlines
- ✓ Ensure that all the information provided to the Trainer and GTPS for our records is accurate
- ✓ Notify GTPS of any contact changes (email, phone, address etc.) for this to be amended in your records
- ✓ Not use oppressive or misleading practices, falsify or wrongly withhold information.
- ✓ Respect and observe copyright requirements of electronic resources availed to you for learning purposes e.g. CD's.
- ✓ Not plagiarise. See more information in our Plagiarism policy
- ✓ Be responsible for own personal belongings and DO NOT BRING valuables to class for example money and expensive jewellery
- ✓ Notify of any condition(s) that might affect your learning e.g. health issues that need attention that may have been missed out during the enrolment process

Please note that failure to observe the outlined classroom guidelines may lead to discontinuation of a student from the course without further reference.

Forming part of this policy is:

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Authorised: CCR Executive Board Member	M.N.I	Date	Jan 2019
Approved: CCR Executive Board Member	F.O.A	Date	Jan 2019
Reviewed by (SMT)		Date	
Implementation applicable to (circle)	All, Employees, Volunteers, SMT, Student, Other		