

STUDENT DISCIPLINE POLICY

This policy works hand in hand with the CODE OF CONDUCT POLICY

To ensure all learners receive equal opportunities and gain the maximum from their time with us, these rules apply to all students who attend any of our sessions. 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 themselves and others at risk

Any student who is asked to leave a session or course has the right of appeal through our appeals process.

1. All discipline issues are handled professionally and confidentially in order 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. Students are provided with details of external authorities they may approach.
4. All Disciplinary issues are managed fairly and equitably and as efficiently as possible.

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