

Breaching Student Code of Conduct Procedure



RTO 22360 CRICOS 03612C

Procedure Purpose

The purpose of this procedure is to provide structure to VFA Learning Staff on the process to follow when a student is in breach of the Student Code of Conduct

Procedure Scope

This procedure applies to VFA Learning Staff

Related Policies and Procedures

- Student Progression Policy
- Breaching Student Code of Conduct Policy
- Breaching Student Code of Conduct Procedure

Publishing Details

Responsible Officer

The responsible officer for the implementation of this Procedure is the Managing Director

Document Name	Breaching Student Code of Conduct Procedure
Approved by	Managing Director
Date of Approval	17-03-2020
Student Experience Framework Stage	All Stages
Student Experience Framework Step	All Stages
Version	1
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Next Review Date	17-03-2021

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Action-	Details	Responsibility	Related Documentation
1. Monitoring Attendance and Progression	1.1. Student Attendance and Progression is monitored by Trainers and Academy Academic Coordinators (AAC) and discussed at weekly staff and SBAT Meetings 1.2. Any contact with students in relation to their attendance and/or progression is noted in Circulate 1.3. All telephone calls or texts must be followed up with an email to students and must have the Unit of Competency code and name in the subject line and with specific details in the body of the email to ensure evidence of participation is gathered from students 1.4. All emails must be saved to students file in Circulate	Homeroom Teacher AAC	Meeting Minutes Notes in Circulate Emails to students
2. Support and Advice Letter	2.1. Where a student is not attending the Support and Advice letter is to be sent before the breach process is enacted except in the case of an Acute Breach 2.2. Where the Student does not respond to the Support and Advice Letter, the 28-day cancellation process is put in place – move to 5. Second Breach – 28 day cancellation section	Academy Manager	Support and Advice Letter
3. First Breach – all steps to be accompanied by notes in Circulate	3.1. Homeroom Teacher must investigate all breaches. 3.2. Homeroom Teacher will discuss with AAC or Head of Nursing for Nursing students actions to be taken 3.3. Where the Homeroom Teacher is satisfied that a breach has taken place they will meet with the student in an informal setting to discuss. 3.4. Students under the age of 18, must have another responsible adult present, this can be a parent, their employer or another member of staff. 3.5. Where the Homeroom Teacher is satisfied that the student understands the ramifications of breach and agrees to work towards rectification no further action is required 3.6. Where the Teacher considers that the breach warrants a verbal warning, they can issue the warning without another member of staff present 3.7. Homeroom Teacher will make notes in Circulate outcome of meeting and the verbal warning. 3.8. Homeroom Teacher will monitor the student post the meeting to ensure rectification is taking place 3.9. Where satisfied with rectification, no further action required 3.10. Process to move to second breach where student ignores rectification or demonstrates behaviour that contravenes the Student code of conduct	Home Room Teacher	Student Code of Conduct Contract Form Investigation notes Student Handbook

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Action-	Details	Responsibility	Related Documentation
4. Second Breach	<p>4.1. Home Room Teacher and Academy Academic Coordinator (AAC) will investigate breach</p> <p>4.2. Where the Homeroom Teacher and AAC is satisfied that a breach has taken place they will complete the Student Written Warning form and the Student Code of Conduct Contract</p> <p>4.3. Home Room teacher and AAC will meet with the student in a formal setting to discuss</p> <p>4.4. Students under the age of 18, must have another responsible adult present, this can be a parent, their employer or another member of staff</p> <p>4.5. The student will be issued with a written warning and Student Code of Conduct Contract with the AAC being present</p> <p>4.6. A copy of the warning and Code of Conduct Contract is signed by the student and copies made. One copy to be provided to the student and another placed in student file</p> <p>4.7. AAC will make notes in Circulate describing the outcome of meeting</p> <p>4.8. AAC will monitor the student post the meeting to ensure student is adhering to Student Code of Conduct Contract</p> <p>4.9. Where student is not adhering to contract – move to Third Breach</p>		<p>Student Written Warning Template</p> <p>Student Code of Conduct Contract</p> <p>Investigation notes</p>
5. Second Breach – 28 day cancellation process	<p>5.1. 28 day cancellation letter is issued to student by Head of Compliance – Data Integrity</p> <p>5.2. Student’s access to EDUonGo is suspended by Head of Compliance – Data Integrity</p> <p>5.3. Appeal is lodged by student as per Complaints and Appeals Policy and Procedure</p> <p>5.4. Director of Compliance who will seek input from staff members including Homeroom teacher, AAC and where applicable Academy Manager and Head of Nursing before replying to student</p> <p>5.5. Students appeal is recorded on the Complaints and Appeals register and all correspondence with student is saved to V:\Compliance\Registers\Compliants and Appeals Student Files</p> <p>5.6. If appeal is accepted, a Student Code of Conduct Contract is completed in conjunction with Homeroom Teacher and ACC and sent to student by Director of Compliance – Homeroom teacher and AAC included in email</p> <p>5.7. Homeroom teacher and AAC to monitor Student Code of Conduct Contract and inform Director of Compliance if student doesn’t meet the agreed plan</p> <p>5.8. If student does not meet the contract – Director of Compliance makes contact with student and third and final warning is issued</p> <p>5.9. Where student fails to meet requirements – discussion is held between Academy Manager and Director of Compliance re cancellation of students enrolment</p>	<p>Head of Compliance – Data Integrity</p> <p>Director of Compliance</p>	<p>28 day cancellation letter</p> <p>Student Written Warning Template</p> <p>Student Code of Conduct Contract</p> <p>Investigation notes</p>

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<p>6. Third Breach</p>	<p>6.1. Academy Academic Coordinator (AAC) and Academy manager will investigate breach 6.2. If satisfied that a breach has taken place they will complete the Student Written Warning form – third and final warning 6.3. Academy Manager and AAC will meet with the student in a formal setting to discuss and issue final written warning 6.4. Students under the age of 18, must have another responsible adult present, this can be a parent, their employer or another member of staff 6.5. The student will be issued with the final written warning and Student Code of Conduct Contract 6.6. AAC will make notes in Circulate outcome of meeting 6.7. A copy of the warning and Code of Contract is signed by the student and copies made. One copy to be provided to the student and another placed in student file 6.8. AAC will monitor the student post the meeting to ensure rectification is taking place and if not will contact the Director of Quality for a decision about the students’ enrolment</p>	<p>Academy Manager AAC</p>	<p>Student Written Warning Template Student Code of Conduct Form Investigation notes</p>
<p>7. Serious Misconduct at Placement</p>	<p>7.1. Students displaying repeated unprofessional behaviour on Placement that is reported by the provider and this jeopardises the organisations ability to use that provider for ongoing placement requirements will have their enrolment at VFA Learning suspended whilst Academy Manager investigates 7.2. Academy Manager to investigate and present outcomes to Director of Quality who will determine the status of a student’s enrollment 7.3. All notes to be uploaded into Circulate 7.4. If enrolment is reinstated Third and final warning is given to student 7.5. Student placed on s Student Code of Conduct contract – which is monitored by Academy Manager 7.6. Director of Quality to inform Academy Manager and Head of Compliance – Data Integrity if enrolment is to be cancelled 7.7. Enrolment cancelled as per the Withdrawal and Cancellation Policy and Procedure</p>		

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8. Acute Breach	8.1. Staff who observe students involved in threatening or dangerous behaviour must immediately call on the AAC and Academy Manager for assistance 8.2. Students displaying threatening or dangerous behaviour will be asked to leave the campus 8.3. Police are to be called to assist if required 8.4. Academy Manager to investigate and present outcomes to Director of Quality who will determine the status of a student's enrollment 8.5. All notes to be uploaded into Circulate 8.6. Director of Quality to inform Academy Manager and Head of Compliance – Data Integrity the date enrolment is to be cancelled 8.7. Enrolment cancelled as per the Withdrawal and Cancellation Policy and Procedure	Director of Quality AAC Academy Manager Head of Compliance – Data Integrity	Withdrawal and Cancellation form Investigation notes Withdrawal and Cancellation Policy and Procedure