
STUDENT CODE OF CONDUCT POLICY AND PROCEDURE

Document Control

Document title	Student Code of Conduct Policy and Procedure
Version	V2.0
Approved by	Chief Executive Officer
Date approved	10 November 2025
Next review due	November 2026
Document owner	CEO, All Staff

Standards & Legislation Mapping

This policy declares the specific requirements it gives effect to under Britts College's self-assurance obligations.

Framework	Reference(s)
Applicable standards	Outcome Standards for RTOs, Standard 2.6, 4.1, 4.2, 4.3, 4.4, National Code 2018- Standard 6

1. Purpose

BRITTS COLLEGE strives to provide a supportive, inclusive, rich and positive experience where all Students and staff feel respected, valued and safe. This policy outlines the standards of behaviour expected of Students and the procedures for managing breaches of the Student Code of Conduct.

2. Scope

This policy applies to:

- All staff and Students; and
- The processes, systems and environments involved in the delivery of all of training and assessment services.

3. Responsibilities

Britts College does not have a governing board. Control and influence over Britts College, and all decision-making authority, rest solely with the CEO and the Director. Accountability under this policy therefore sits exclusively with the CEO and the Director; all other roles are responsible for carrying out activities, or are consulted or informed, under the direction of the CEO and the Director.

CEO/ PEO

- Ensures compliance with legislation, regulations and Standards for RTOs.
- Communicates outcomes of investigations of misconduct to Students

Administrative & Support Staff

- Records and retain records of breaches, associated evidence, and behavioural management outcomes.
- Manages communications of any investigations of misconduct between relevant Student and staff.

Trainers & Assessors

- Model exemplary behaviour to act as a benchmark for Students.
- Maintain and respect the privacy of Students and other staff members.
- Supervises Student conduct and respond immediately to observed behaviour of misconduct to maintain a safe environment for Students and other staff, and where the behaviour is of a violent nature, immediately notify the Student Support Manager who will make a decision as to which authorities are to be called for assistance in managing the matter.

4. General Principles

The College is committed to:

- Providing a safe, respectful and inclusive environment for all Students and staff.

- Protecting the rights of all individuals.
- Providing adequate training to Students on the acceptable and unacceptable behaviours during the Induction Program.
- Building a culture of acceptance, honesty and respect.
- Observing a zero tolerance to the use of violence, alcohol or drugs on premises at all times.
- Addressing all forms of misconduct and acting promptly and transparently to resolve behavioural issues.

5. Student Responsibility

To ensure all Students receive equal opportunity to gain the maximum benefit from their training program, Students are expected to:

- Act and present their work honestly and ethically, without plagiarism, cheating or collusion
- Be free from any prohibited drugs and substances, including alcohol
- Not be aggressive or behave in a violent manner towards any individual
- Not use or behave in an offensive, bullying, discriminatory or harassing manner
- Refrain from any activity that deliberately obstructs, offends, harms or injures others
- Make use of our facilities, equipment and resources responsibly and respectfully without intentionally destroying or damaging them
- Abide by all laws, regulations and terms of enrolment

6. Compliance

This policy aligns with:

- Work Health and Safety Act 2011

Failure to comply with this policy can have serious consequences, including but not limited to:

-
- **For the RTO** – breaches of legislation or regulatory requirements may result in financial penalties, loss of registration, reputation damage, or regulatory enforcement actions.
 - **For Staff Members** – staff found to have knowingly or negligently failed to comply with this policy and any associated legislative or regulatory requirements may face disciplinary actions, up to and including termination of employment.
 - **For Students and Clients** – non-compliance could lead to disruptions in training and assessment services, suspension or cancellation of their enrolment.

7. Continuous Improvement

- Feedback from staff, Students, clients and industry stakeholders will be used to inform improvements to compliance processes and the effectiveness of our operations.
- An internal audit is to be conducted at least once per year to assess our compliance with this policy and the relevant legislative and regulatory requirements. The audit schedule is outlined in our *Continuous Improvement Schedule* and areas for improvements are documented in our *Continuous Improvement Register*.

Internal audit review questions for self-assurance purposes should include:

- Is the language used in the Student Handbook on this policy clear and easily understandable?
- Are Trainers and Assessors adequately equipped to model appropriate behaviour and manage student conduct in the classroom?
- Are behavioural issues or misconduct incidents documented, including evidence and actions taken?
- Is there a consistent and transparent process for addressing breaches of the Code, including formal warnings and investigation outcomes?
- Are repeat or serious misconduct cases escalated appropriately and reviewed?
- Does the RTO analyse incident data or feedback to identify behavioural trends and improve the Code or related processes?

8. Related Documents

- Continuous Improvement Register
-

- Continuous Improvement Schedule
- Formal Warning
- Student Handbook

9. Student Code of Conduct Breach– Procedure

Where a student breaches the terms of the Student Code of Conduct, depending on the severity, one of the following actions may need to be taken:

- Immediately suspend the student for a period not exceeding **10 business days** – this will depend on the severity of the misconduct; or
- Contact the police to help control the situation – where the student is displaying violent and aggressive behaviours, or where State or Commonwealth law appears to have been breached.

Procedure

1. Inform the PEO

- i. The PEO is to be notified of the breach immediately.

2. Meeting with the Student and any other witnesses

- i. A meeting will be organised with the student to find out more about the misconduct:
 - What might have caused it;
 - Why they believed that was their only course of action; and
 - What they believe is appropriate action to be taken against them.
- ii. Witnesses to the event should also be interviewed to get a complete picture of the breach that has occurred.

3. Impose an appropriate behavioural management strategy

- i. The PEO is then to decide on a behavioural management strategy, which can include:
 - Issue the Student with a *Formal Warning*.
 - Suspend the Student from their enrolment for a period of time.

-
- Instigate a behavioural management contract with the Student, including agreed monitoring arrangements and consequences based on repetition of the misconduct.
 - Cancel the Student's enrolment where serious misconduct involving violence and aggression to others, damage to property, or a breach of State, Territory or Commonwealth law.

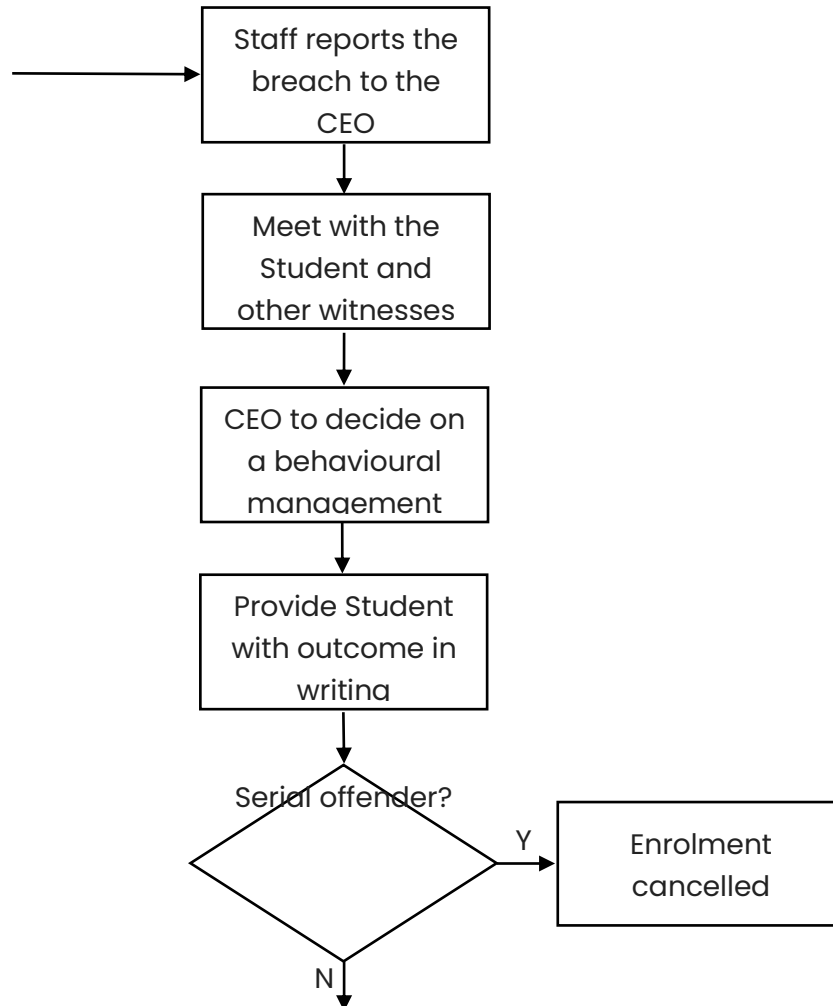
10. Outcome

- i. The student will be advised of the action taken by the College.
- ii. They will be advised of their rights to an appeal.
- iii. Where the Student continually breaches the Student Code of Conduct and has been formally warned on at least two occasions, their enrolment will be cancelled.

11. Records Management

- i. The Administrative & Support Staff is to record all notes and evidence on the student's file.

12. Student Code of Conduct – Breach Process Flow-Chart



Breach occurs
Leave notes in the student's file

13. Approval

This policy is approved by the Chief Executive Officer of Britts College. Approval of each version is recorded in the Britts College Policy Register.