

## 1. Contents

1.	CONTENTS .....	1
2.	DESCRIPTION AND SCOPE .....	1
3.	RESPONSIBILITY .....	1
4.	DEFINITIONS .....	1
5.	REQUIREMENTS .....	2
6.	RECORDS.....	2
7.	METHOD .....	2
7.1	FOR NON-COMPLIANCE WITH THE STUDENT CODE OF BEHAVIOUR THE FOLLOWING PROCEDURE FOR DISCIPLINE WILL BE FOLLOWED:..	2
8.	REFERENCES.....	3
8.1	N/A.....	3

## 2. Description and Scope

This describes the student code of behaviour for IHNA Institute of health and nursing

## 3. Responsibility

The Training Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements

## 4. Definitions

N/a

## 5. Requirements

- 1.1 Students are required to adhere to Institute of Health and Nursing Australia Student Code of Behaviour at all times
- 1.2 The Training Manager will, prior to implementation, approve any discipline actions arising from breaches of the Student Code of Behaviour
- 1.3 Any decision by the Training Manager in relation to student discipline can be appealed using the Student Complaints and grievance procedure
- 1.4 The Student Code of Behaviour requires the following rights to be respected and adhered to at all times.

- The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- The right to be free from all forms of intimidation
- The right to work in a safe, clean, orderly and cooperative environment
- The right to have personal property (including computer files and student work) and Institute of Health and Nursing Australia property protected from damage or other misuse
- The right to have any disputes settled in a fair and rational manner (this is accomplished by the Student Complaints and Appeals Procedure)
- The right to work and learn in a supportive environment without interference from others
- The right to express and share ideas and to ask questions
- The right to be treated with politeness and courteously at all times

## 6. Records

Record	Description	Location	Retention
Student discipline record <sup>1</sup>	Record of a student discipline meeting and its outcomes signed by all parties	Student file held by Administrative Assistant	Duration of enrolment
Final warning letter <sup>2</sup>	A letter to a student, signed by the Training Manager, indicating training services will be withdrawn and their enrolment terminated if there is a further breach of student discipline requirements	Student file held by Administrative Assistant	Duration of enrolment and any subsequent appeals

## 7. Method

### 7.1 For non-compliance with the Student Code of Behaviour the following procedure for discipline will be followed:

- A member of Institute of Health and Nursing Australia staff will contact students in the first instance to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
- Where the issue or behaviour continues, students will be invited for a personal interview with the Training Manager to discuss this issue further. This meeting and its

<sup>1</sup> The contents of this will vary in every case. This record must be confidential and maintained by the provider.

<sup>2</sup> The form of this letter is to be determined by the RTO and must be relevant to the particular discipline issue.

outcomes will be documented, signed by all parties and included on the student's personal file.

- Should the issue or behaviour continue, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file.
- After the three steps in the discipline procedure have been followed, should the issue or behaviour still continue, training services will be withdrawn and the student will be notified in writing that their enrolment has been terminated.
- At any stage of this procedure students are able to access the Grievance Procedure to settle any disputes that may arise.

### 8. References

N/A