



Behaviour Misconduct Policy – CRICOS

Contents

Schedule 1	2
Glossary	3
Purpose	4
What is behaviour misconduct?	4
Staff responsibilities	5
Student responsibilities	5
Dealing with behaviour misconduct	6
END OF DOCUMENT	6

Behaviour Misconduct Policy – CRICOS

Schedule 1

Item – 1	Name of Organisation	Onyx Developments Pty Ltd (ABN 61 009 465 758) T/A Australasia International School
Item – 2	ABN:	61 009 465 758
Item – 3	Address:	Level 14/233 Castlereagh Street, Sydney NSW 2000
Item – 4	RTO Code:	6251
Item – 5	CRICOS Provider Number:	02747G

Behaviour Misconduct Policy – CRICOS

Glossary

PEO – Principal Executive Officer
NTR – Nationally Recognised Training
AQF – Australian qualifications Framework
RTO – Registered Training Organisation
ASQA – Australian Skills Quality Authority
VET – Vocational Education Training
OFI – Opportunity for improvement
ACSF – Australian Core Skills Framework
LLN - language, literacy and numeracy
GST – Goods and Services Tax
ATSI – Aboriginal and Torres Strait Islander
Cwth – Commonwealth
NSW – New South Wales
VETAM – Vocational Education Training Academic Manager
RTOC – Registered Training Organisation Compliance
VETCO – Vocational Education Training Coordination Officer
VETAA – Vocational Education Training Academic Assistant
AM – Administration Manager
APPs - Australian Privacy Principles
SSL - Secure Socket Level protocol
CD – Compact Diskette
USI – Unique Student Identifier
QI – Quality Improvement
NCVER – National Centre for Vocational Education Research
CoE – Confirmation of Enrolment
LoO – Letter of Offer
CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students
PRISMS – Provider Registration and International Student Management System

**NB... Not all the terms in the glossary are contained in this document.

Behaviour Misconduct Policy – CRICOS

Purpose

Australasia International School seeks to provide an environment that is free from unacceptable behaviour and promotes a positive learning environment for all students.

This policy seeks to encourage acceptable behaviour and to inform all staff and students about Australasia International School standards of behaviour.

What is behaviour misconduct?

Behaviour misconduct is defined as actions that breach Australasia International School policies. This includes but is not limited to:

- Breaches of Commonwealth or State law which impact on institute operations;
- Behaviour that impairs the reasonable freedom of other persons (students) to pursue their studies and participate in the activities of Australasia International School;
- Refusing or failing to identify themselves truthfully;
- Any act or failure to act that endangers the safety or health of any other person;
- Actions that impair any person's participation in a legitimate institute activity or, by act or omission disrupts the peace or good order of Australasia International School;
- Acting in a way that causes students or staff or other persons within Australasia International School to fear for their personal safety;
- Acting in a way that causes damage to institute property;
- Wilfully obstructing or disrupting any official institute meeting, ceremony, activity, class or examination/assessment;
- Any form of harassment, whether based on gender, race, age, sexual preference or religious belief;
- Wilfully damaging or wrongfully dealing with any institute property, or the property within Australasia International School of any person, including theft;
- Being under the influence of prohibited drugs and/or substances including alcohol;
- Trespassing or knowingly entering any place within the premises of Australasia International School that is out of bounds to students;
- Making a false representation as to a matter affecting student status;
- Possession of dangerous articles or banned substances;
- Abusive Behaviour

A student must at all times maintain a high standard of behaviour while engaged in Australasia International School activities either within the premises or at another location.

Behaviour Misconduct Policy – CRICOS

Staff responsibilities

It is the Australasia International School staff's responsibility to:

- Inform all students of expectations related to behaviour;
- Explain to students what constitutes behaviour misconduct;
- Model exemplary behaviour as a benchmark for students and other staff;
- Supervise student behaviour and the behaviour of other staff;
- Promote a positive environment that supports a student's individual personality whilst setting clear boundaries relating to acceptable behaviour;
- Respond immediately to observed behaviour misconduct to maintain a safe environment for staff and students and to protect the rights of individuals or groups;
- If the observed behaviour misconduct is serious in nature, the staff member may suspend the student's continued participation in Australasia International School activities (training sessions, assessment, study sessions, workshop sessions, field activities, etc);
- Report (in writing) behaviour misconduct when it is observed and actions taken in the immediate response using the Student Behaviour Misconduct Report.

If the staff member reporting the incident considers that the student may be violent or is likely to cause harm to other students and /or staff, or damage property at the institute, the PEO should be contacted immediately to assess the risk. If necessary the Police are to be contacted and requested to respond to control the situation.

Student responsibilities

Students are responsible to:

- Be informed of and comply with Commonwealth or State law;
- Behave in a way that supports the freedom of other persons (students) to pursue their studies and participate in the activities of Australasia International School;
- Identify themselves truthfully;
- Behave in a way that supports the safety and health of any other person;
- Maintain the peace and good order of Australasia International School;
- Treat Australasia International School property with respect and prevent damage or destruction of property;
- Behave in a way that supports the conduct of official Australasia International School meeting, ceremony, activity, class or examination/assessment
- Treat others with respect and not discriminate based on gender, race, age, sexual preference or religious belief;

Behaviour Misconduct Policy – CRICOS

- Be free from (not under the influence of) prohibited drugs and/or substances including alcohol during attendance at Australasia International School;
- Not trespass or knowingly entering any place within the premises of Australasia International School that is out of bounds to students;
- Give truthful information relating to student status;
- Communicate in a way that demonstrates respect for others and is free from verbal abuse

Dealing with behaviour misconduct

The PEO may, in respect of any behaviour misconduct by a student:

- Immediately suspend the student from Australasia International School for a period not exceeding fourteen (14) days as may be determined.
- Advise the student in writing of the alleged incident of misconduct and that they have twenty (20) working days to make oral or written representations regarding the alleged incident of misconduct.
- Where State or Commonwealth laws appear to have been breached, the matter will be referred to the police or other appropriate authority.
- Impose one or more of the following behavioural management strategies:
 - Reprimand and warn (formal warning in writing) the student against repetition of the misconduct;
 - Suspend the student from using all or some of Australasia International School's facilities and/or services for a designated 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 (serious misconduct involving violence to others, damage to property or breach of State or Commonwealth law).

Students are to be provided a written statement detailing the decision, including information on their right to appeal the decision.

Students who commit behavioural misconduct after being formally warned are to have their enrolment cancelled and will not be entitled to a refund. This does not limit the requirement to provide the student with a suitable warning in writing (20 days), the opportunity to make oral or written representations regarding the misconduct or their right to appeal a decision. A student's enrolment must be kept current during the 20 day warning period.

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