



## PURPOSE

CRANApplus reserves the right to summarily expel any student for grievous misconduct. Instances of such misconduct include, but are not limited to, theft, assault, indecent or outrageous behaviour, professional misconduct or breach of any higher - level policy e.g. Workplace Health & Safety (WHS), Access & Equity.

This policy provides clear identification of what constitutes misconduct, at what level and the potential disciplinary consequence attached.

## POLICY

It is the policy and commitment of CRANApplus to assist all students in order to successfully complete their studies/course.

It is the policy of CRANApplus to support higher-level policies which are ethically, morally or legislatively obligated, with appropriate learning and where necessary disciplinary action for students.

Students will be provided with access to a copy of the policy prior to enrolment and it will be included in the Student Handbook.

## SCOPE

This policy covers all persons who are students enrolled in any and all courses and training programs conducted by or on behalf of CRANApplus whether the student is a domestic or international student, undertaking training in any state or territory of Australia, either face to face or distance learner, undertaking accredited or non - accredited training.

## DEFINITIONS

- |                           |  |
|---------------------------|--|
| <i>Minor Breach</i>       | - Non-compliance with CRANApplus procedure i.e. smoking in non-allocated area, littering.  |
| <i>Significant Breach</i> | - non adherence to the Student Code of Conduct, in particular with respect to cheating and plagiarism, inappropriate behaviour i.e. aggressive or insolent behaviour or a breach of ethical, moral or legislated policy.   |
| <i>Major Breach</i>       | - Allegations of violent behaviour (physical or verbal), theft, illicit drug and alcohol abuse, non-compliance of WHS practices.   |
| <i>Suspension</i>         | - A period of time where a Student is removed from the learning environment and during which time an investigation is conducted. If the allegation is disproved the Student will be provided with additional supports and flexible timeframes to ensure the successful completion of their qualification. If the allegation is proven to be true and correct the Student will be expelled. The Withdrawals, Cancellations & Refunds Policy will apply and a Statement of Attainment for the units successfully completed will be provided. |
| <i>Expulsion</i>          | - Termination of studies. Expulsion will result in a student not being permitted to return to any future studies with CRANApplus.  |

- Summary Expulsion* - Immediate termination of studies when a Major Breach is proven or witnessed by CRANAplus representatives. Expulsion will result in a student not being permitted to return to any future studies with CRANAplus.
- Repeat Breach* - The repeat of a breach that falls within a particular set of activities **not** solely the repeat of an individual activity e.g. a breach of a number of different policies/procedures, codes of conduct will be deemed to be the 'repeat' of a breach.
- Habitual* - For the purposes of this policy 'habitual' refers to 3 or more incidences of the same breach within any given timeframe i.e. if a student is late for class commencement 3 or more times the behaviour will be deemed as habitual.
- Probation* - A period of time where the student is placed under an Intervention Strategy or not and is monitored under performance management to meet agreed outcomes. If the probationary period is successful, the student will continue to complete their qualification/course. If the probationary period is unsuccessful the student's enrolment with CRANAplus will be terminated, fee refund policy will be applied and a Statement of Attainment for all successfully completed units will be provided.
- Intervention Strategy* - Please refer to Intervention Strategy Policy. A negotiated and monitored plan to assist the student to achieve successful completion of the course/qualification.

## OVERVIEW

Students must comply with the Student Code of Conduct and policies, procedures and guidelines of CRANAplus as documented within the relevant Policy & Procedure Manuals. Failure to do so may result in, as a minimum, a verbal or written warning or in extenuating circumstances expulsion.

CRANAplus' disciplinary process for students is based in human resource management practices that mirror the 'real world' of employment.

Students are strongly encouraged to discuss any issues they may have with their CRANAplus Trainer or Assessors, or other senior member of staff.

CRANAplus commits to discussing and supporting students in regard to issues that are identified by either the Student or CRANAplus

## PROCEDURE

### ***Disruptive and/or Inappropriate Behaviour***

Where a student's behaviour is disruptive or inappropriate at any time during face-to-face contact at CRANApplus the course trainer is authorised to:

- Verbally warn the student once and note the occurrence in the student's file;
- Remove the student from the session if the behaviour continues
- Investigate in collaboration with the Assessors and the student. Dependent upon the outcome of the investigation the student may be required to re - enrol in another course at another time at their own cost

Warnings must:

- be supported by evidence of the breach and/or the outcomes of an investigation;
- be given face to face (may be via skype if appropriate due to distances)
- allow the Student to be accompanied by an advocate of their choice;
- afford the Student opportunity to respond and negotiate remedial action;
- be documented clearly;
- have all documentation signed by all parties attending the proceedings
- be accompanied with information about accessing the CRANApplus Appeal process.

If a student's behaviour is habitually disruptive or inappropriate the student may face expulsion from the course.

### ***Habitual Tardiness and/or Non-Attendance***

*Please refer Attendance Policy.*

Due to the specialist requirements of courses delivered by CRANApplus there is a minimum contact attendance level of 100% required.

Attendance will be monitored and recorded on a daily/session basis and low attendance and/or students at risk of not successfully completing due to poor attendance will be reported to the course trainer immediately.

Punctuality is required at all times. Habitual lateness throughout the course may lead to expulsion from the course.

Lateness of more than 1 hour for commencement of the course on day 1 or 15 minutes late for re-commencement after breaks will result in the student being prevented from entering the session.

Students will need to 'make up' lost portions of sessions if possible. It is at the discretion of the course co-ordinator as to whether this is a possibility and the method to achieve the 'make up'.

### ***Valid Reasons for Non-Attendance and/or Tardiness***

CRANApplus will accept the following reasons as valid for non-attendance at scheduled sessions, however, students must make arrangements to discuss with the course trainer options for catching up if possible:

- Work Commitments with confirmation letter from employer
- Illness supported by Medical Certificate
- Compassionate or compelling circumstances that the student could not have reasonably foreseen and may include:
  - Death of a family member
  - Jury Duty
  - Unforeseen carer responsibilities
  - Political upheaval or natural disaster in home country (migrants)

### ***Plagiarism and Cheating***

#### ***CRANApplus enforces zero tolerance for plagiarism and cheating.***

Where a Trainer or Assessor suspects that a student has been or is involved in plagiarism and/or cheating the student's work will be confiscated and an investigation will be conducted.

The student will be given ample opportunity to respond and to engage the assistance of an advocate.

The student is to be permitted to continue with their course studies until the outcome of the investigation is confirmed.

If the student is found to have plagiarised and/or cheated the assessment/work in question will be recorded as a 'Competency Not Achieved' and depending upon the level of the plagiarism/cheating they may be required to exit the course.

Repeat offences of plagiarism and/or cheating will result in expulsion.

### ***Illegal Activities***

CRANApplus reserves the right to report to the Australian Police Department suspected illegal activities for investigation.

Illegal activities include, but are not limited to, theft, larceny, violence (verbal or physical), distribution of illicit drugs or alcohol, fraud, and any form of discrimination and harassment e.g. bullying which are legally reportable offences prosecutable under law.

Students suspected of illegal activities will be immediately suspended pending an investigation.

The process will at all times comply with principles of Privacy and Natural Justice and will be as follows:

Level	Reason	Type
1 <sup>st</sup>	Minor Breach	Verbal Warning
2 <sup>nd</sup>	3 Repeat Minor Breaches or 1 <sup>st</sup> Significant Breach	Formal Warning
3 <sup>rd</sup>	Continued Minor Breach or Repeat Significant breach	Termination of Enrolment
4 <sup>th</sup>	Major Breach	Immediate Suspension of Enrolment pending investigation.

## SUPPORT & INTERVENTION

*Refer: Intervention Strategy Policy, Student Support Services*

CRANApplus will provide where practicable and within reason (in consideration of the duration of the short courses and remote location), intervention and support mechanisms for students at risk of not successfully completing the course they are undertaking.

## APPEAL

All students have the right to access the CRANApplus Appeal Process or Complaint Process with regard to disciplinary action decisions.

## RESPONSIBILITY

It is the responsibility of all Students to ensure that they are aware of and understand the contents of all CRANApplus Policy and Procedure and Codes of Conduct and Practice and legislations related to their enrolment.

**NB:** A Student's assertion of ignorance with regard to any policy/procedure, code of conduct or practice or legislation will not be an acceptable defence to disciplinary action.

It is the responsibility of CRANApplus Remote Clinical Educators to ensure that:

- All CRANApplus Policy and Procedure, Codes of conduct and practice and relevant legislations are easily accessible by all Students
- The Student Handbook is current.