PP2.7 – Behaviour Misconduct - Public

Policy area	Behaviour Misconduct - Public
Standards	Outcome Standards for RTOs, Standard 2.5.
Responsibility	CEO, Director of studies (Dos), Student Support Officer
Classification	**Public**

1. Purpose

The purpose of this policy and procedure is to:

- promote a positive and respectful learning environment by setting clear expectations for student behaviour, addressing misconduct, and fostering accountability.
- encourage acceptable behaviour and to inform all staff and students about Canberra College of Management and Technology standards of behaviour.

2. Policy statement

2.1 Standards of behaviour

A student must at all times maintain a high standard of behaviour while engaged in Canberra College of Management and Technology activities either within the premises of Canberra College of Management and Technology or at another location.

Expected Behaviours

Students are expected to:

- Treat peers, staff, and property with respect.
- Comply with Canberra College of Management and Technology policies and procedures.
- Engage actively and responsibly in learning activities.
- Communicate respectfully, avoiding discriminatory, offensive, or harmful language.
- Avoid disruptive, violent, or unlawful behaviour.

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Unacceptable behaviour

Unacceptable behaviour includes, but is not limited to:

- Behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of Canberra College of Management and Technology
- 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 activity or, by act or omission disrupts the peace or good order of Canberra College of Management and Technology
- Acting in a way that causes students or staff or other persons within the RTO to fear for their personal safety
- Wilfully obstructing or disrupting any official 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 property, or the property 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 Canberra College of Management and Technology 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 to others

2.2 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 Canberra College of Management and Technology;
- Identify themselves truthfully;
- Behave in a way that supports the safety or health of any other person;

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- Maintain the peace or good order of the training environment;
- Treat Canberra College of Management and Technology property with respect and prevent damage or destruction of property;
- Behave in a way that supports the conduct of official Canberra College of Management and Technology meetings, ceremony, activity, class or examination/assessment;
- Treat others with respect and not discriminate based on gender, race, age, sexual preference or religious belief;
- Be free from (not under the influence of) prohibited drugs and/or substances including alcohol during attendance at the Canberra College of Management and Technology;
- Not trespass or knowingly entering any place within the premises of Canberra College of Management and Technology that is out of bounds to students;
- Give truthful information relating to student status; and
- Communicate in a way that demonstrates respect for others and is free from verbal abuse.

3.4 Students who have been identified for behaviour misconduct

Where student is identified for behaviour misconduct, the senior person of Canberra College of Management and Technology staff is to complete a *Behaviour Misconduct Report* and submit this to the Director of studies (Dos) (cc the CEO). Students who demonstrate behavioural misconduct are to be counselled and issued a formal warning (in writing). Students who demonstrate 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 suitable warning in writing and the opportunity to make oral or written representations regarding the misconduct or their right to appeal a decision. Whilst any appeal is being processed, the student enrolment is to be temporarily suspended, and the student is not to attend the Canberra College of Management and Technology premises.

3.5 Where the student's behaviour leads to the actual damage to property or harm to another person

Where the student's behaviour is so egregious or leads to the actual damage to property or harm to another person, the student’s enrolment can be closed immediately, and the incident will be

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reported to the Police.

This does not remove the students right to appeal a decision made by Canberra College of Management and Technology. Only after any appeal process has been completed that the student's enrolment can be closed and the student will be issued a statement of attainment only for units of competency they have achieved. Whilst any appeal is being processed, the student enrolment is to be temporarily suspended, and the student is not to attend the Canberra College of Management and Technology premises.

Document History

Date	Version	Author	Changes Made
20/01/2025	V0.9	Newbery Consulting	Newly designed policy
30/06/2025	V1.0	Director of Studies (DoS)	Contextualised and minor changes made

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