

Document Details	
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Division	Skills
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1.0	27/03/2017	Document established	Kate Stella
2.0	18/07/2019	Document reviewed and updated	Rinks Kandra

1. Objective

This policy has been developed to support the VET Quality Framework, to ensure AETS provides clear and accurate information in regards to non-academic and academic misconduct, the consequences and potential outcomes.

2. Scope

This policy applies to all AETS participants, trainers and staff.

3. Policy

AETS maintains high academic standards in its courses and expects participants to conduct themselves in a manner which is fair, honest and consistent with the principles of general and academic integrity.

This policy applies to all educational circumstances that relate to enrolment, including classroom, on training premises, plagiarism and also applies to related excursions, placement and activities.

All participants, throughout their training and involvement with AETS, are expected to:

- Keep a copy of all work submitted to AETS. AETS will not be held responsible for any items that go missing in the post. If this occurs, you will be asked to re-submit the work
- Treat all people with fairness and respect and do not do anything that could offend, embarrass or threaten others
- Not harass, victimise, discriminate against or disrupt others
- Treat all others and their property with respect
- Respect the opinions and backgrounds of others
- Not to use any IT resource to harass, menace, defame, vilify or discriminate against any person
- Never give out your password to anyone
- Don't use systems in a manner that constitutes an infringement of copyright
- Do respect and protect the privacy of others. Never exploit another participants' account
- Do carefully protect your electronic identity. Make sure that whenever you leave a public computer, you log out

- Not bring any articles or items that may threaten the safety of self or others into any premises being used for training purposes
- Follow all safety policies and procedures as directed by the staff
- Report any perceived safety risks as they become known
- Notify us if any of their personal or contact details change
- Provide relevant and accurate information to AETS in a timely manner
- Approach their course with due personal commitment and integrity
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet
- Conduct themselves in a professional manner while undertaking professional placements
- Make regular contact with their Trainer/Assessor
- Progress steadily through their course in line with their training plan
- Prepare appropriately for all assessment tasks, visits and training sessions
- Notify AETS if any difficulties arise as part of their involvement in the program
- Notify AETS if they are unable to attend a visit or training session for any reason at least 24 hours before the commencement of the activity
- Refrain from smoking at the training venues and on the premises of AETS
- Make payments for their training within agreed timeframes

Non-Academic misconduct

- Non-academic misconduct is unacceptable or improper behaviour by a participant relating to people or property which is contrary to, but not limited to the above.

Academic Misconduct includes but is not limited to:

- Any attempt by a participant to submit assessable work that is not their own
- Plagiarism not attributed to the original source or process
- Any form of collusion between participants to submit assessable work that is not their own
- Failure to attend class with your compulsory work books and/or other resources required.

All alleged breaches relating to misconduct will be addressed and resolved within the context of the relevant principles of procedural fairness.

4. Procedure

The following steps are followed for the process of disciplinary action against the participant who has displayed unacceptable behaviour.

Step 1: Informal Counselling - Trainers are encouraged to deal with behavioural problems informally by reminding the participants of their responsibilities and offering advice and assistance.

Step 2: Referral to the National Skills Coordinator- Allegations of non-academic and academic misconduct are handled by Chief Operating Officer (Skills). Trainers will refer the case to the COO within two working days if unable to resolve or determine that an allegation should be investigated. The referral will be recorded in

writing in the participant file. If the COO decides that it is more appropriate for an allegation to be investigated by another senior officer, he or she must immediately refer it to that other senior officer.

Step 3: Investigating- All participants are entitled to a fair hearing and an opportunity to present their case. The privacy and confidentiality of all parties will be maintained to the extent lawfully allowable.

The COO will contact the relevant AETS Delegate who will undertake an initial investigation with all parties and record the findings. COO will follow the below disciplinary process:

Formal Disciplinary Process:

- Participants who are the subject of an alleged breach of conduct will be advised, in writing, and given an opportunity to respond;
- The allegations can be discussed over the phone, face to face or in writing with the participant;
- Obtain a second opinion from another trainer and/or other participant (where possible);
- The information/evidence must be recorded and saved for future reference;
- The participant/s who is subject of the alleged breach of conduct will be sent a written communication advising of the outcome of the investigation;
- Where the participant has been proved to have breached this policy, the following recommendation/s will be made which will include, but not be limited to, one of the following actions:
 - Counselling
 - Written warning
 - Suspension (participant suspended from a course for disciplinary reasons is not eligible for a refund)
 - A fail on the assessment or be marked as Not Competent for the Unit of Competency (for academic misconduct)
 - Alternative assessment may be provided (for academic misconduct)
 - If the participant has attended the course through their employer or organisation, notify the employer or organisation
- All misconduct records will be recorded in the incident register

Step 4: Further Action – Failure to comply with the above responsibilities and continued unacceptable behaviour will result in the expulsion from the course (a participant removed from a course for disciplinary reasons is not eligible for a refund)

If there are suspected criminal actions then it should be reported by the Chief Operating Officer (Skills) to Executive Director (Skills) who must also notify the police.

5. Appeals

The participant may appeal the decision by completing the Appeals form within **20 working days** commencing three days after the date of the written communication advising of the outcome of the

investigation. The AETS Complaints and Appeals Policy and Form can be accessed from the AETS website www.aets.edu.au

6. Review

This policy is due for review two years from its date of last review or earlier if required by legislative or regulatory changes.

Note: This policy can be used in conjunction with the following Policies and/or forms:

- Complaints and Appeals
- Participant Handbook

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