

Student Behaviour Policy and Procedure

Quality Area 2: VET Student Support and Governance

Standard: Standards 2.5, 2.6, 2.7, and 4.3 – Outcome Standards for RTOs 2025

This policy should be read in conjunction with the Academic Integrity Policy and Procedure

Purpose

Ella Bache Collegé aims to ensure a safe, secure and inclusive learning environment that enables students to fulfil their academic potential and graduate to make a positive contribution to society. The college supports the principles of fair treatment, respect of persons, integrity and procedural fairness. Ella Bache Collegé actively encourages behaviours and actions that are consistent with a safe, equitable and respectful environment in which to work and study. It expects all members of the college community to comply with anti-discrimination and equal opportunity laws and the provisions under this policy.

Rationale

A clearly articulated Student Behaviour Policy and Procedure is essential to maintaining a safe, inclusive and respectful learning environment for all Ella Bache College students and staff. This policy is based on the principle that all members of the Ella Baché community benefit from:

- acting honestly and with integrity, demonstrating mutual respect
- the right to be heard in an environment free of bias and unfair treatment
- the proper use of facilities and information
- practices that are inclusive and do not unreasonably prevent access to learning
- responsiveness to individual needs, whether they relate to age, gender, cultural or ethnic background, health, sexuality, employment, location or other personal circumstance
- adherence to relevant legislation and Ella Baché policies and guidelines
- the right to make a complaint without subsequent detriment
- prompt resolution of complaints, according to the principles of procedural fairness.

At all times Ella Bache College will ensure that students are treated with procedural fairness, that decisions are made impartially and that support is offered where appropriate.

Scope

This policy applies to all students enrolled with Ella Baché College including those attending face to face, Online or participating in Work Experience. It also applies to any conduct related to College or Ella Bache sanctioned events, communications or facilities.

Code of Conduct

Ella Baché College students are expected to adhere to the following Code of Conduct:

- Students will maintain high standards of behaviour and appearance in all areas and strive to maintain the good reputation of the Ella Baché College of Skin and Beauty Therapy
- Discrimination of any kind will not be tolerated
- Students will not engage in any form of physical or verbal abuse or harassment towards staff members, other students or members of the public
- Aggressive behaviour is not acceptable at any time, be it verbal, physical or via social media
- Students will behave in a safe manner whilst moving around the college facilities or buildings or using the College equipment
- Students will not engage in disruptive behaviour that prevents other students from learning
- Students will not cheat, plagiarise or engage in any form of academic misbehaviour.
- Students are expected to engage in the College social and extra-curricular activities.

General Misconduct

General misconduct includes that which:

- Contravenes any legislation
- Prejudices the good name or reputation of Ella Baché College of Skin and Beauty Therapy
- Acts dishonestly in relation to admissions to the College or fails to comply with conditions agreed to in the contract
- Fails to comply with any penalty imposed for breach of discipline
- Obstructs any member of staff in the performance of their duties
- Harasses or intimidates another student, a member of staff, a visitor to the College or any other person due to race, ethnic

or national origin, gender, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason

- Misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others including the misuse in any way, of any computing, communications or other College equipment
- Contravenes the College Code, College Rules and Regulations and Grooming and Appearance Standards
- Steals, destroys or damages a facility or property of Ella Baché College of Skin and Beauty Therapy
- Is guilty of any improper conduct.

Penalties for General or Academic Misconduct

Any student facing allegations of misconduct will be provided with details of the allegations and be provided with an opportunity to respond and/or provide evidence on the matter. Where an investigation is conducted the following process will apply:

First offence and/ or minor breaches

Where the College Operations Manager considers that the nature of the allegation is such that, if proven, it can be appropriately dealt with without imposing a penalty for significant misconduct as described in this policy, they may determine that the allegation should be investigated and dealt with under a consultation/review and resolution process.

After investigating, the College Operations Manager may make one (or more) of the following determinations:

- that no further action is required
- that the student is directed to cease actions which are subject to the allegation
- that the student is directed to provide a formal apology to the aggrieved party
- that the student provides an undertaking in writing not to repeat the misconduct, or
- that the student be given a written warning.

The student will be advised in writing of the determination and the reasons for reaching the determination.

Serious Misconduct

The College Operations Manager may refer an allegation to the CEO at any time during the investigation if it becomes clear that the allegation is too serious or complex to be dealt with at a lower level.

In cases of serious misconduct such as theft, assault, suspected criminal offence or of alleged misconduct that poses a significant risk to the safety and wellbeing of Ella Baché community and its staff and students; which, if proven, are likely to result in the imposition of a penalty under this policy, the allegation must be referred to the CEO to oversee the investigation. In cases of criminal offences (e.g. drug use, theft), the CEO (or delegate) will immediately refer the matter to the relevant external authorities (e.g. police). Any student facing allegations of misconduct will be provided with the specific information about the allegations (although not necessarily be shown a complaint verbatim) and be provided with an opportunity to respond and/or provide evidence on the matter.

After investigating, the CEO (or delegate) may make one of the following determinations:

- that the student is directed to cease actions which are subject to the allegation
- that the student is directed to provide a formal apology to the aggrieved party
- that the student provides an undertaking in writing not to repeat the misconduct, or
- that the student be given a written warning
- that the student pay restitution to the value of repair / replacement costs for property damaged or stolen
- that the student's grade or outcome be adjusted to a fail or Not Yet Competent (where the misconduct involved a form of academic misconduct relating to the subject)
 - Note: this may result in non-conferral of an academic award or the revocation of a conferred award
- that the student's enrolment be suspended for a defined period
- that the student be excluded from Ella Baché College for a defined period
- That the student be expelled from Ella Baché College.

In determining the penalties, the CEO (or delegate) will take into account:

- the nature and seriousness of the misconduct
- the student's previous record of misconduct and the penalties imposed
- whether there are any mitigating circumstances
- whether the student admits the misconduct and has expressed remorse
- the potential impact on the student, including their capacity to complete their course
- the potential impact on any other students or staff members involved.

The student will be advised in writing of:

- the determination and the reasons for reaching the determination, and
- for international students, that Ella Baché College will also notify the Secretary of the Department (via PRISMS) of the suspension or exclusion, and that the notification may affect their student visa.

The availability of internal misconduct resolution processes does not preclude Ella Baché College from referring a student to external authorities.

Suspension or restriction, pending investigation

The CEO (or delegate) has the authority to temporarily suspend or restrict a student from all or part of Ella Baché College's premises or classes or from access to its facilities in urgent circumstances. This includes where there is a threat to the safety of persons or property and if a student is disrupting the use of facilities or participation in activities.

Records of misconduct

A full record will be kept of all stages of misconduct proceedings including all actions, evidence, correspondence, meetings and minutes. These records must be stored on a confidential file. When misconduct is determined to have taken place, a summary of the investigation and determination will be recorded on the student's file.

Appeal Under the Student Complaints Policy

A student may lodge an appeal under this policy within 20 working days of the date of notification of the determination. Appeals can be made on the grounds that:

- there was a lack of procedural fairness in the investigation
- the determination was manifestly unreasonable or cannot be supported by the evidence
- there is new evidence not available at the time of the original investigation.

The outcome of such an appeal will be final.

This policy aligns with relevant legal and regulatory frameworks and forms part of the College's overall commitment to continuous improvement, student wellbeing, and the delivery of quality vocational education and training.

Document Control

Document Title	Student Behaviour Policy and Procedure
Approved By	CEO
Date Approved	28/04/25
Next Review Due	12 months
Standards/Legislation	2.5, 2.6, 2.7, 4.3
Version	1