

RTO-POL-11

Purpose:	selectability Training offers a high level of support to all employees and students, however on some occasions, employees or students may display an unacceptable level of performance or conduct themselves, leading to a disciplinary circumstance. selectability Training has a disciplinary procedure whereby action may be taken if an employee or student’s performance or conduct is deemed as unsatisfactory.
Reference:	ASQA – Standards for Registered Training Organisation (RTOs) 2015
Who is responsible:	selectability Training employees and students .
When:	As required.
Definition/s:	Illicit Substances – illegal drugs prohibited from manufacture, sale or possession in Australia.
Policy:	<p>With Reference to selectability Training Employees</p> <p><i>Unsatisfactory performance may be defined as:</i></p> <ul style="list-style-type: none"> ✓ unsatisfactory standard of work ✓ targets not being achieved (i.e. deadlines/assignment targets) ✓ repeated errors ✓ any other performance-based matter advised by management to employees <p><i>Misconduct may be defined as:</i></p> <ul style="list-style-type: none"> ✓ sexual harassment – towards employees or other students ✓ unprofessional attitude towards employees or other students ✓ bullying and victimisation ✓ lateness ✓ non-compliance with safety, health and hygiene requirements, including appropriate dress, footwear and personal protective equipment (if required) ✓ theft or fraud ✓ physical violence ✓ deliberate and serious damage to property ✓ deliberately accessing internet sites containing pornographic, offensive or obscene material on selectability Training premises, regardless of the network or device used for such access being employees’ own property ✓ serious insubordination ✓ bringing the organisation into serious disrepute ✓ serious incapability brought on by alcohol or illicit substance/drug use ✓ causing loss, damage or injury through serious negligence ✓ serious breach of confidence ✓ plagiarism or cheating ✓ racial discrimination

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	<p>With Reference to selectability Training Students:</p> <p><i>Unsatisfactory performance may be defined as:</i></p> <ul style="list-style-type: none"> ✓ non-payment of dues before or on the due date (applies to both fee-for-service students and funded students who are required to pay a contribution fee) ✓ deliberately organising holidays and other personal appointments which conflict with assessment or workplace deadlines ✓ wearing offensive clothing ✓ lateness ✓ frequent absence <p><i>Misconduct may be defined as:</i></p> <ul style="list-style-type: none"> ✓ sexual Harassment – towards employees or other students ✓ unprofessional attitude towards employees or other students ✓ bullying and victimisation ✓ lateness ✓ non-compliance with safety, health and hygiene requirements, including appropriate dress, footwear and personal protective equipment (if required) ✓ theft or fraud ✓ physical violence ✓ deliberate and serious damage to property ✓ deliberately accessing internet sites containing pornographic, offensive or obscene material on selectability Training premises, regardless of the network or device used for such access being students’ own property ✓ serious insubordination ✓ bringing the organisation into serious disrepute ✓ serious incapability brought on by alcohol or illegal drugs ✓ causing loss, damage or injury through serious negligence ✓ serious breach of confidence ✓ plagiarism or cheating ✓ racial discrimination
Process:	<p>The process has three stages:</p> <ol style="list-style-type: none"> 1. 1st written warning 2. 2nd written warning 3. Dismissal of a member of employee or expulsion of a student <p>selectability Training Management reserves the right to make a decision on breach of this policy and is fully authorised to implement Stage 3 (immediate dismissal or expulsion) if the nature of disciplinary breach is deemed as significant and an immediate compromise to staff and student safety.</p>
Relevant Records:	<ul style="list-style-type: none"> ✓ Student Handbook