

## Student Conduct and Discipline Policy

**Written Direction No. WDDG20202**

Approved by: Chief Delivery Officer

Approval Date: 1 July 2020

Effective From: 1 July 2020

### 1. Introduction

TAFE NSW is committed to providing an inclusive and safe learning environment that ensures students have access to positive learning experiences, are respected and respectful, feel valued and safe, and benefit from their learning experiences.

When enrolling, students accept and agree to the terms and conditions of enrolment which include that the student is to comply with all relevant TAFE NSW policies, procedures and regulations at all times. The enrolment terms and conditions underpin the behaviour and conduct expected of TAFE NSW students.

### 2. Purpose

This Policy underpins the expected standards of behaviour and conduct of TAFE NSW students who use or access any TAFE NSW facility and/or engage in any TAFE NSW related activities both at a facility and offsite, including but not limited to the online delivery of TAFE NSW courses, approved field trips/excursions and approved student work placements. Where students do not meet and uphold the expected standards of behaviour and conduct, TAFE NSW will assess if a breach of the Student Conduct and Discipline Policy has occurred and may impose penalties having regard to the seriousness, impact and circumstances of the breach of conduct.

### 3. Scope

As a condition of enrolment and engagement in training with TAFE NSW, students have a responsibility to maintain a standard of behaviour and conduct that supports and maintains an inclusive, respectful and safe learning environment for themselves, other students and staff. The Technical and Further Education Commission Act 1990, Clause 7 Miscellaneous functions, provides authority for TAFE NSW to impose penalties for breaches of discipline by students of TAFE NSW. The Student Conduct and Discipline Policy applies to all TAFE NSW Students.

### 4. Policy

TAFE NSW is committed to providing students with the opportunity to study, learn and develop skills in a safe, supportive and healthy learning environment. TAFE NSW requires students to act in a way that supports the good conduct of TAFE NSW. A student enrolment at TAFE NSW is an agreement to follow TAFE NSW policies and procedures and abide by student responsibilities.

#### 4.1 Student responsibilities

All TAFE NSW Students undertake training in an environment where there will be shared use and access to classes; facilities and resources with other students and TAFE NSW staff; and have a responsibility to:

- behave in an appropriate and respectful manner;
- treat others with respect and fairness;
- be responsible for their own conduct and behaviour; and

- comply with all relevant TAFE NSW policies and procedures as well as government legislation at all times

**4.2 TAFE NSW responsibilities**

All TAFE NSW Staff:

- have a responsibility to model appropriate language and behaviour and conduct themselves in a professional manner when managing inappropriate student conduct;
- are to support and ensure that students are informed of TAFE NSW expectations in relation to their conduct;
- are responsible for applying this Policy in a fair, consistent and lawful manner;
- must take steps, where a student has engaged in conduct which may amount to a breach of TAFE NSW policy, procedure or regulations, at the earliest opportunity and in accordance with this policy and as outlined in the related Procedures Manual; and
- must follow applicable policies and procedures and relevant internal reporting requirements.

**4.3 Breaches of Student Conduct**

A breach of student conduct is subject to disciplinary action by TAFE NSW which may result in the imposition of penalties. Penalties imposed can include exclusion from study and/or facilities for defined periods, impact on assessment and/or results, and pecuniary charges.

A breach of conduct is any student conduct that is considered inappropriate or unacceptable, including but not limited to any conduct that:

- breaches TAFE NSW policy, procedure, or regulation;
- interferes with TAFE NSW’s operations;
- is unlawful;
- endangers the health and safety of any person;
- disrupts and/or inhibits a person’s ability to learn or participate in any TAFE NSW activity;
- damages the reputation of TAFE NSW or brings TAFE NSW into disrepute;
- is contrary to any reasonable instruction or direction of TAFE NSW staff.

TAFE NSW recognises two types of student breach of conduct:

- Academic breach of conduct – refers to conduct by a student that is dishonest or unfair in connection with any training and assessment activities, and not limited to examinations, tests, assignments, group work, projects and presentations, Examples, including but not limited to, plagiarism, impersonating another student, cheating, false documentation;
- Behavioural breach of conduct – refers to conduct by a student that is inappropriate or unacceptable. Examples, including but not limited to, aggressive, abusive behaviour, harassment, providing false or misleading information, wilful damage.

Information about the procedure to report, assess, manage disciplinary action, impose penalties and the appeals process is included in the Student Conduct and Discipline Procedure Manual.

Where a behavioural breach of conduct includes violence and/or violent behaviour, any subsequent similar behaviour will be managed under the Management of Students with a History of Violent Behaviour Policy - TAFE NSW and related procedures.

**5. Responsibilities**

Position	Responsibility
Chief Delivery Officer	The Chief Delivery Officer is the Approver for this Policy.

Position	Responsibility
Regional General Manager /General Manager, TAFE Digital	Monitor the implementation of this Policy. Effective administration and implementation, training and support for enacting the Procedure for Student Conduct and Discipline.
Regional Head of Customer and Stakeholder Relations, Head of Delivery, Implementation and Performance	Guidance and support to implement this policy and relevant procedures within TAFE NSW Regional locations.
Head of Digital Delivery, Deputy General Manager (TAFE Digital)	Guidance and support to implement this policy and relevant procedures within the TAFE Digital location.
Delegated Officer	The relevant person who holds (or acts) in the position which has delegation under the TAFE NSW Delegations Manual to impose penalties (including pecuniary penalties) for disciplinary breaches by students.
Designated Officer	The person who holds (or acts) in the position within a Region or TAFE Digital who leads and supports the process.
All TAFE NSW Employees	Assistance with providing and maintaining an inclusive and safe learning environment for students and staff within the framework of this policy and related procedures and processes.
Student	To comply with TAFE NSW policies, procedures and other Written Directions and to support a respectful and safe learning environment.

## 6. Definitions

Term	Meaning
Breach of Student Conduct	Conduct which is a breach of a TAFE NSW policy, procedure or regulation.
TAFE NSW Facility	Any land, property, facility, equipment or system, including on-line delivery platforms, which is controlled, managed or operated by TAFE NSW
Student	A potential student or a person enrolled in and/or engaged in a learning relationship in a course, qualification or training program conducted by TAFE NSW.

Definitions applying to this policy are listed in the associated Procedures Manual – Student Conduct and Discipline Procedure Manual – and guidance provided to students within the Student Guide.

## 7. Related documents

This policy should be read in conjunction with the following related documents:

Technical and Further Education Commission Act 1990

Student Conduct and Discipline Procedure Manual

Delegations Manual - TAFE NSW

Student Fees and Refunds Policy

False and Fraudulent Student Result Documents Procedure

Acceptable Use of Information and Technology Guideline

Student Guide

Outstanding Fees Policy

Management of Students with a History of Violent Behaviour Policy - TAFE  
NSW Work Health and Safety Act 2011

## 8. Contacts

Accountable Officer                      Chief Delivery Officer  
Written Direction Officer              Manager, Operations and Regional Support, Student Services

## 9. Document information and review

This policy document will be reviewed at least every three years.

Record No.            DOC/77154

Review Due:        1 JULY 2023

### Approval History

No	Effective	Approved by	Amendment
4	1 July 2020	Chief Delivery Officer	Review and update to support organisational Framework
3.1	1 June 2017	Director, TAFE Customer Support	Minor update to reflect organisational change
3	11 February 2008	Director, TAFE Course and Student Services	Review and amendment to Policy format and implementation of Procedures
2	1 September 2000	Managing Director, TAFE NSW	Implementation of Student Discipline Policy
1	2 September 1994	NSW Governor	Implementation of Technical and Further Education Commission (Student Discipline) Regulation 1994