

# SM26: STUDENT DISCIPLINE POLICY

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## Purpose

The purpose of this policy is to provide a basis for resolving issues associated with inappropriate conduct and/or behavior which breaches Beauty and Hair Academy of Australia's policies and procedures, Student Code of Conduct and/or federal or state law.

The policy provides the student with the opportunity to modify their conduct and/or behaviour to align with expected standards.

## Scope

The policy applies to all students currently enrolled with Beauty and Hair Academy of Australia.

## Policy

1. Beauty and Hair Academy of Australia provides all students with clear expectations on the standards of conduct that are expected of them during their participation in the course. The rights and responsibilities of students are prescribed in:
  - a) The Student Code of Conduct; and
  - b) Other organisational policies and procedures.
2. Beauty and Hair Academy of Australia provides information on the above in the Student Handbook which are provided to students prior to or upon commencement of a course. These are also available on Beauty and Hair Academy of Australia's website at [www.beautyandhairacademy.com.au](http://www.beautyandhairacademy.com.au)
3. If any student breaches the requirements or expectations of them as a student, Beauty and Hair Academy of Australia will be required to take disciplinary action with the student to rectify and/or manage the behaviour.
4. The decision to initiate disciplinary action will only be made subject to:
  - a) Exploring other potential avenues for dealing with the matter and fully exhausting these.
  - b) An investigation occurring to determine the facts.
  - c) Consultation occurring between the Trainer/Assessor and relevant Training Manager.
5. Disciplinary action will include meetings with the student either by phone or in person to formulate an action plan for rectifying the issues. The student will be given fair goals and timelines for rectifying the behaviour. Where the student fails to meet the requirements of the action plan or the behaviour continues, Beauty and Hair Academy of Australia will decide on appropriate further measures to be taken.
6. In serious cases, a Disciplinary Panel will be convened and will include senior members of Beauty and Hair Academy of Australia's management team. The purpose of the panel is to review the disciplinary process that has been followed; any evidence, meeting outcomes and allegations; to reach a decision about an appropriate course of action to be followed.
7. In all situations and circumstances, the student will be given due time and opportunity to respond to any concerns about their conduct or failure to meet the expectations set upon them. Students will be invited to bring a support person with them to a disciplinary meeting.
8. Incidents of plagiarism, cheating and collusion will not be tolerated and will be dealt with according to the Student Plagiarism, Cheating and Collusion Policy and Student Discipline Procedures.

9. Students have the right to make an appeal of any decision made under the Student Discipline Policy and Procedure according to the Complaints and Appeals Policy and Procedure.
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### Related Policies

- SM22: Student Code of Conduct
- SM26: Student Plagiarism, Cheating and Collusion Policy
- BQ7: Complaints and Appeals Policy

### Related Procedures, Forms & Documents

- SM26.1: Student Discipline Procedure
- BQ7.1: Complaints and Appeals Procedure
- BQ7.1.2 – Complaint and Appeals Form

### Publishing Details

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