

1. Behaviour and discipline

RTO Position Document

Purpose

To state the Department's position with regard to behaviour and disciplinary requirements at training and assessment events organised by the RTO.

Scope

The Department provides training and assessment services to staff from DSE, Parks Victoria, Department of Primary Industries, and VicForests (all of whom belong to the Networked Emergency Organisation or NEO), contract staff, members of the media, other related incident personnel and, occasionally, members of other fire agencies (collectively referred to as "DSE's students").

It is important that students understand DSE's position on behaviour and discipline following the enrolment process. Like students at other institutions, DSE's students have certain rights and equally, certain responsibilities.

Position Statement

1. Student rights

DSE's students have the right to:

- be treated fairly and with respect;
- learn in a supportive and safe environment, free of discrimination and harassment;
- have their personal details and records kept private and secure subject to statutory requirements;
- be given information about their program, assessment and progress;
- appeal in relation to academic decisions or procedural matters;
- make a complaint to or about staff members or other students without fear of victimisation; and
- have a complaint dealt with fairly, promptly, confidently and without retribution.

2. Student responsibilities

In respect of communication with RTO staff and fellow students, DSE's students have the responsibility to:

- treat people with fairness and respect and not do anything that could offend, embarrass or threaten others;
- not harass or disrupt others in the performance of their tasks.

RTO Policy – Behaviour and discipline

In respect of their studies DSE's students are expected to:

- approach the program with due personal commitment and integrity;
- complete all assignments, assessment tasks and examinations honestly, and;
- not submit and claim as their own, work derived from another source or work done by another person without due and accurate acknowledgment.

3. In respect of safety, when on RTO premises or those at which RTO activities are being undertaken (such as during training conducted by an external provider) students have a responsibility to:

- follow all safety practices/procedures required by RTO staff or in case of rented premises, then the premise's staff;
- report any perceived safety risks identified; and
- not bring into any premises being utilised for RTO activities, any articles or items that may threaten the safety of self or others.

4. Disciplinary procedures

DSE expects that every student and member of staff will treat fellow staff and students with complete integrity, dignity and fairness. However, it acknowledges that on rare occasions there may be a need for disciplinary action to be taken where all other resolution processes have failed.

Accordingly, the Course Manager or Manager Fire Training may, after hearing all sides of the argument, impose disciplinary penalties ranging from a simple warning through to expulsion (for students).

5. Complaints and appeals

In all instances a disciplinary decision can be appealed through the Complaints and Appeals process.

6. The ***RTO Policy – Complaints and appeals*** applies to this context.

Legislative context

RTO Policy – Key legislation

Associated Documents

RTO Policy – Complaints and appeals

DSE's Inform Human Resources Management Policies and Procedures:

<http://inform/intranet/wcmn102.nsf/LinkView/0D82963805D0044FCA256F35001F3ACACD96E82ADE2D99ADCA256F43000FE36A>