

## 1. Purpose

The purpose of this policy is to promote a safe, inclusive, and respectful learning environment by clearly defining student behaviour expectations, addressing misconduct, and fostering accountability. This ensures compliance with Outcome Standard 2.5 of the Standards for Registered Training Organisations 2025 (SRTOs 2025).

## 2. Scope

Orange College (OC) seeks to promote an environment in which students develop a positive and responsible attitude towards fellow students, staff and the general work/learning environment. This policy applies to all students of OC and outlines the process that applies when a student breaches expected standards of conduct.

The standards of behaviour expected of all students are outlined in the OC [Student Code of Conduct](#), which forms part of the College's overarching student policies. This includes expectations regarding respectful conduct, academic integrity, cultural inclusivity, and general responsibilities while enrolled at OC.

This policy works alongside the Student Code of Conduct to promote an environment in which students develop a positive and responsible attitude towards fellow students, staff, and the broader work and learning environment.

## 3. Process

When a student's behaviour conflicts with the [Student Code of Conduct](#), the following disciplinary process will be followed, ensuring fairness, transparency, and an opportunity for the student to respond:

### 1) Informal resolution (Minor Issues):

- a) The Trainer or relevant staff member will meet with the student to discuss the behaviour.
- b) Informal counselling or verbal warnings may be issued.
- c) This will be documented in the student's file

### 2) Formal investigation (Persistent or Serious Concerns):

- a) If behaviour persists or is considered serious (e.g., posing risks to health, safety, or learning) the matter is referred to the CEO or their delegate.
- b) A formal investigation will be conducted, providing the student with the opportunity to respond.
- c) The investigation process may include:
  - o Interviews with student and relevant parties
  - o Collection of evidence
  - o Documentation within the Student Database System.

### 3) Outcome and Disciplinary Action. Following the investigation, outcomes may include:

- a) Issuing a formal written warning;
- b) Developing an Action Plan outlining required improvements;
- c) Suspension from classes;
- d) Cancellation of enrolment in extreme cases.

### 4) Immediate Action. OC reserves the right to immediately suspend or expel students where:

- a) There is a risk to health, safety or welfare;
- b) There is evidence of serious misconduct (e.g., violence, harassment, academic fraud)

**5) Student Rights and Support:**

- a) Students will receive written notice of any proposed disciplinary action.
- b) They will be informed of their right to respond, provide evidence, and be accompanied by a support person during meetings.
- c) Access to student support services will be offered.
- d) Students will be informed of their right to appeal any decision made, in line with OC's [Complaints and Appeals Policy](#). Information on how to lodge an appeal is publicly available through the said policy.