



Student Behaviour Policy

1. Purpose

This policy outlines ALACC's approach to maintaining a safe, respectful, and inclusive learning environment by ensuring all students adhere to the Student Code of Behaviour. It defines behavioural expectations, the process for managing misconduct, and aligns with the 2025 Standards for RTOs including Standard 2.1 (Learner Support), Standard 3.1 (Fair Treatment), and Standard 7.2 (Complaints and Appeals).

2. Scope

This policy applies to all enrolled students, including onshore and offshore international students, across all delivery modes at ALACC.

3. Policy Statement

ALACC is committed to:

- Providing a safe, inclusive, and supportive learning environment.
- Ensuring all students are treated fairly and with respect.
- Responding to student misconduct in a transparent, fair, and consistent manner.
- Upholding the principles of natural justice and procedural fairness.

All students must comply with the ALACC Student Code of Behaviour as a condition of enrolment.

4. Student Code of Behaviour

All students are expected to:

- Treat others with dignity, fairness, and respect, irrespective of cultural background, gender, age, sexual orientation, disability, or religion.
- Avoid any form of harassment, bullying, or intimidation.



- Maintain a safe and cooperative environment, including keeping learning and communal spaces clean and smoke-free.
- Respect the property of others and ALACC, including digital assets and physical resources.
- Resolve disputes respectfully using ALACC's Complaints and Appeals Procedure.
- Support a positive learning environment by avoiding disruptive behaviour.
- Engage in honest academic conduct and avoid plagiarism or cheating.
- Submit assessments and course requirements by the due dates.
- Comply with all terms in their enrolment agreement, including fee payments.
- Follow relevant ALACC policies and procedures, including safety and privacy protocols.

5. Behavioural Management Procedure

Step	Procedure
1. Initial Discussion	A designated ALACC staff member will contact the student to discuss the concerning behaviour. The meeting will aim to resolve the issue informally and supportively. Outcomes will be documented and filed in the student's record.
2. Formal Meeting	If the behaviour persists, the student will be invited to meet with the CEO/Director of Studies. This formal meeting and outcomes will be documented and signed by all parties.
3. Final Warning	A continued breach will result in a written final warning, outlining a specific timeframe for behaviour rectification. A copy will be placed on the student's file.
4. Disciplinary Action	If breaches continue despite the above steps, ALACC may suspend or cancel the student's enrolment in accordance with the <i>Deferment, Suspension and Cancellation Policy</i> .
5. Right to Appeal	Where ALACC intends to suspend or cancel enrolment (excluding a student-initiated request), the student will be notified in writing and provided 20 working days (plus 2 days for postage) to appeal the decision. Training will continue during the appeal process unless there are critical risks to the student or others.



Step	Procedure
6. Reporting	If the appeal is unsuccessful or withdrawn, and enrolment is suspended or cancelled, ALACC will report the change in enrolment via PRISMS in accordance with regulatory requirements. This may affect the student's visa status.
7. Access to Complaints Process	At any stage prior to Step 5, students may access the ALACC Complaints and Appeals Policy to resolve any dispute. This internal process does not restrict the student's right to seek external resolution or legal recourse.

6. Responsibilities

- **Students:** Adhere to the Code of Behaviour at all times.
- **ALACC Staff:** Manage behavioural issues consistently, fairly, and in accordance with this policy.
- **CEO / Director of Studies:** Approve disciplinary actions and ensure procedural fairness.

7. Related Policies and Procedures

- Student Code of Conduct
- Complaints and Appeals Policy
- Deferment, Suspension and Cancellation Policy
- Student Agreement
- Academic Integrity Policy

8. Review and Continuous Improvement

This policy will be reviewed annually or following significant changes to ASQA standards, relevant legislation, or institutional practice.



9. Document Control

Policy:	Student Behaviour Policy
Policy owner:	CEO / Director of Studies
Reviewed by:	Compliance Team
Approval authority:	Dr Janet Lawrence, D.Ed., FACN CEO/Director of Studies
Last Review date:	April 2025
Version:	2025.1
Next review:	April 2027
Summary of changes:	The Student Behaviour Policy has been updated to align with the ASQA 2025 Standards by reinforcing procedural fairness, learner support, and inclusive practice. It now clearly outlines student rights, expectations, and step-by-step behaviour management procedures, including appeal processes and regulatory reporting obligations.