

# Conduct and Discipline Policy (Learners)

## 1. PURPOSE

To outline the standards of behaviour expected of prospective, current and former learners and the principles for dealing with general learner misconduct.

## 2. SCOPE

Applies to all prospective, current and former learners, employees and relevant persons who may report or be consulted in relation to learner conduct and disciplinary matters, including employees of practical placement host organisations and third-party providers who provide services on Holmesglen's behalf.

This policy relates to general misconduct including behaviours listed in [Appendix 1](#) of this policy. The [Academic Integrity Policy](#) outlines the principles for dealing with academic misconduct (eg cheating, collusion and plagiarism).

## 3. POLICY STATEMENT

All members of the Holmesglen community have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination.

Holmesglen has zero tolerance for inappropriate behaviour of prospective, current and former learners that may impact the safety and wellbeing of themselves or other members of the Holmesglen community or puts Holmesglen's reputation, property or resources at risk.

Holmesglen will respond to reports of general misconduct in a respectful, timely and responsible manner and consistent with the principles of fairness, equal opportunity and natural justice.

## 4. PRINCIPLES

### Expected standards of behaviour

- 4.1 All learners, including prospective learners, are obliged to conduct themselves in accordance with Holmesglen's [Code of Conduct](#), Learner Rights and Obligations (refer to [Appendix 2](#)), and all other standards of behaviour required by Holmesglen's rules, policies and procedures.
- 4.2 Prospective learners may be refused admission to a course where their behaviour is inconsistent with these expected standards in accordance with the Enrolment Policy.
- 4.3 Holmesglen ensures learners are informed of this policy, the Code of Conduct and Learner Rights and Obligations. All are published on the Holmesglen website.
- 4.4 Holmesglen may suggest and implement positive and supportive interventions to reinforce learner behaviour that meets the expected standards, before considering disciplinary responses where appropriate and safe to do so. However, where a learner continues to behave outside of the expected standards after receiving support, a warning or educative response, this may be handled as general misconduct.
- 4.5 Holmesglen reserves the right to edit, remove or restrict, or request the learner to remove, any social media comment, post, or other online content that breaches this policy or any other Holmesglen policy or procedure.

### Reporting and investigating general misconduct

- 4.6 General misconduct that may warrant imposition of a disciplinary consequence or penalty of any level, including a formal warning or reprimand, must be reported at the earliest opportunity.
- 4.7 Where relevant to the alleged misconduct, employees investigating general misconduct will ensure alignment with the Institute's Behaviour Risk Assessment and Management (BRAM) framework in determining an appropriate response.

- 4.8 Throughout the disciplinary process, Holmesglen is committed to ensuring:
- (a) privacy and confidentiality
  - (b) timely intervention at the earliest possible stage
  - (c) transparency and consistency
  - (d) impartiality, fairness and equity
  - (e) safety and wellbeing of the learner, other learners, employees and relevant persons.
- 4.9 Holmesglen will address alleged breaches of expected standards of learner behaviour in a manner that is appropriate and proportionate to the severity of the alleged general misconduct.
- 4.10 Investigation and determination processes may include, but not be limited to:
- (a) conducting meetings or hearings with the learner alleged to have breached the expected standards of behaviour and any party to the alleged misconduct
  - (b) meeting with any witnesses to the alleged misconduct
  - (c) reviewing all documentation related to and evidence of the alleged misconduct
  - (d) reviewing any written statement and supporting documentation provided by the learner in response to the allegation
  - (e) obtaining any information deemed appropriate, including requesting information from external sources if applicable.
- 4.11 Learners may have a support person present at any meetings. A support person must not be a registered legal practitioner, a person acting in the capacity of a lawyer or a party to the alleged misconduct. Where the learner does not attend a meeting without cause, the matter may be determined in their absence.
- 4.12 All parties to a general misconduct matter must respect privacy and confidentiality principles, except where the release of information is required by law. Information is communicated with relevant internal stakeholders on a 'need to know' basis as relevant.
- 4.13 Where an overseas learner is under investigation, International Student Programs is to be informed and consulted to ensure compliance with the requirements of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
- 4.14 Reportable offences and conduct are reported to the relevant authorities and regulatory or professional bodies.

#### **Disciplinary consequences and penalties**

- 4.15 Holmesglen employees are authorised by the Chief Executive to have the powers to impose disciplinary actions and penalties where general misconduct is established and such action is warranted (refer to [Appendix 3: Summary of Disciplinary Powers](#)).
- 4.16 Consequences for general misconduct will be proportionate to the nature of the behaviour and will address the causes of the behaviour, where possible, to prevent further occurrence.
- 4.17 Learners who have completed their study at Holmesglen and are later found to have breached this policy while a Holmesglen learner may be subject to disciplinary actions and penalties as relevant, including refusing further enrolment.
- 4.18 Penalties for general misconduct may include:
- (a) reprimanding learners
  - (b) withholding AQF certification
  - (c) refusing enrolment or re-enrolment
  - (d) seeking to recover damages or compensation
  - (e) removing access to Holmesglen's systems and/or services for a defined period
  - (f) suspending learners for a defined period
  - (g) expelling learners.

- 4.19 A penalty may be imposed:
- (a) where immediate or emergency action is taken to protect the safety and wellbeing of the learner, of others or Holmesglen property
  - (b) where there are reasonable grounds to suspect general misconduct by a learner, pending an investigation
  - (c) following an investigation.
- 4.20 The following factors are considered when deciding on the severity of the consequence or penalty:
- (a) personal circumstances of the learner or mitigating/contextual factors as reported to Holmesglen
  - (b) the appropriateness and availability of other preventative, educative and corrective actions to prevent further misconduct
  - (c) the harm, discomfort or offence caused to others by the general misconduct
  - (d) the risk that the general misconduct posed to the health and safety of any other persons
  - (e) the damage or disruption, or the risk of damage or disruption, to the operations of Holmesglen or the reputation of Holmesglen and its employees and learners
  - (f) the nature of any loss or damage that has resulted from the general misconduct
  - (g) any remorse, or lack thereof, shown by the learner in relation to the general misconduct
  - (h) any admission of misconduct by the learner
  - (i) the need to deter other learners from engaging in general misconduct
  - (j) any previous findings of general misconduct
  - (k) any other relevant factor.
- 4.21 Where the penalty imposed requires the learner to pay for damages caused by the learner, the Chief Financial Officer will attest to the value of the property damaged. Learner circumstances will be considered in determining the due date for any payment.
- 4.22 Learner/s have the right to appeal penalties imposed by the Chief Executive, Chief Financial Officer, or Executive Directors, in accordance with the Appeals Policy (Learners).
- 4.23 Suspension or cancellation of an overseas learner's enrolment for misconduct does not take effect until the learner has either elected not to pursue an appeal or the internal appeal process is completed, unless the learner's health or wellbeing, or the wellbeing of others is likely to be at risk.

### **Communication, recordkeeping and reporting**

- 4.24 Learners will be notified in writing within prescribed timeframes of:
- (a) reports of general misconduct and any immediate action to be taken
  - (b) processes for investigating the reported misconduct including any meetings held and the role of a support person
  - (c) progress of any investigation
  - (d) any findings, reasons for the finding, any penalty to be imposed and the ability to request a review of the discipline outcome.
- 4.25 A register of general misconduct is maintained by the Registrar and all records of investigations, findings, penalties imposed and notifications to the learner are retained centrally against the learner record. All records are subject to Holmesglen's [Information Security Policy](#) and [Privacy Policy](#).

## 5. ACCOUNTABILITIES

Action	Accountability
Manage the implementation of this policy and procedures relating to it.	Executive Director Education and Applied Research
Publish the expected standards of behaviour on the Holmesglen website, including the Code of Conduct, this policy and the Learner Rights and Obligations (see <a href="#">Appendix 2</a> ). Oversee support services and the application of procedures relating to behaviour risk assessment and management (BRAM) to support learner safety and wellbeing.	Executive Director Engagement and Support
Ensure learner/s are informed of the expected standards of behaviour, including this policy and relevant procedures.	Dean, Associate Director, Associate Dean or Head of Centre
Attest to the financial value of damaged property for the purposes of determining financial penalties.	Chief Financial Officer
Identify general misconduct and report to relevant manager. Provide all documentation relating to the reported misconduct.	Employees and relevant persons
Investigate reports of general misconduct, including consultation with Behaviour Risk Assessment and Management (BRAM) where appropriate and relevant to the allegation/s. Determine if general misconduct has occurred and any penalty to apply. Notify the learner of discipline outcome and right to appeal. Provide all documentation related to reported misconduct, investigations, notifications and penalties to the Registrar. <b>Note</b> Where an overseas learner does not meet the expected standards of behaviour, the authorised employee must consult with International Student Programs to ensure compliance with relevant legislative and regulatory requirements. A Discipline Committee may also be convened to exercise these accountabilities. A Discipline Committee is convened by an Executive Director, Dean, Associate Dean, Associate Director, Head of Centre or Registrar. Membership of the committee must include at least three members including: <ul style="list-style-type: none"> <li>▪ Executive Director, Dean, Associate Dean, Associate Director, Head of Centre or Registrar as relevant (Chair)</li> <li>▪ Head of Department or Manager</li> <li>▪ other employee not party to the general misconduct.</li> </ul>	Authorised employee (in consultation with International Student Programs and BRAM where relevant)
Maintain the Learner Discipline Register and retain all documentation on the learner's file.	Registrar
Where relevant, report offences or conduct to the authorities, professional or regulatory bodies.	Authorised employee Registrar

Action	Accountability
	Executive Officer Quality and Educational Compliance
Implement the penalty imposed on disciplined learner/s as advised by the relevant authorised employee.	Dean/Associate Director/Associate Dean/Head of Centre Heads of Department/Principal Manager Chief Information Officer Registrar Associate Director International Student Programs Associate Director International Projects and Partnerships

## 6. DEFINITIONS

Terms	Meaning
Authorised person	A Holmesglen employee who is authorised by the Chief Executive, as specified in <a href="#">Appendix 3</a> , to have the powers to impose penalties where learner misconduct is proven.
Behaviour Risk Assessment and Management (BRAM)	A process for determining the level of risk associated with learner behaviour, the potential impacts or adverse outcomes and, the provision of support to enhance the safety and wellbeing of learners and members of the Holmesglen community.
Bullying	Repeated, unreasonable behaviour directed towards another person that creates a risk to the health and safety of that person.
Confidential information	Information of any kind which, because of its confidential character, is capable of protection by contractual or equitable means, and includes information of a valuable commercial or technical character.
Cyberbullying	Any use of information and communication technology (ICT) to support deliberate, repeated, hostile behaviour by an individual or group that harms others.
Discipline Committee	A Discipline Committee is convened by an Executive Director, Dean, Associate Dean, Associate Director, Head of Centre or Registrar for the specific purpose of investigating an allegation of general misconduct and dissolved after the completion of the investigation, determination of the outcomes and, if applicable, determination of the penalty to be imposed. Membership of the committee must include at least three members including: <ul style="list-style-type: none"> <li>▪ Executive Director, Dean, Associate Dean, Associate Director, Head of Centre or Registrar as relevant (Chair)</li> <li>▪ Head of Department or Manager</li> <li>▪ other employee not party to the general misconduct.</li> </ul>

Terms	Meaning
Expel	The permanent removal of a learner's right to be a learner of Holmesglen, to enter and to be in any of the precincts of Holmesglen and to use its resources.
General misconduct	Refer to <a href="#">Appendix 1</a> for a description of behaviour that constitutes general misconduct.
Harassment	Any unwelcome and unreasonable conduct, whether it be verbal, physical, electronic or otherwise, towards another person in circumstances where a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated.
Investigation	A process by which an authorised Holmesglen employee makes reasonable inquiries about the circumstances surrounding the suspected misconduct of a learner, conducted in accordance with the principle of procedural fairness.
Precincts of Holmesglen Institute	<p>Includes:</p> <ul style="list-style-type: none"> <li>▪ all Holmesglen campuses</li> <li>▪ all places and buildings outside Holmesglen campuses used by Holmesglen, whether occupied by Holmesglen solely or in conjunction with or by others</li> <li>▪ all places to which a learner or learners have access from time to time for the purpose of learning, assessment or participating any educational, wellbeing, social or recreational activity.</li> </ul>
Sexual assault	<p>The intentional touching of another in a sexual manner, where consent has not been given. Touching includes that done with any part of the body or object and may be 'sexual' due to the area touched, or circumstances of the touching.</p> <p>Sexual assault includes any unwanted sexual behaviour that makes a person feel uncomfortable, threatened or scared. It covers:</p> <ul style="list-style-type: none"> <li>▪ rape: forced, unwanted sex or sexual acts</li> <li>▪ child sexual abuse: using power over a child to involve that child in sexual activity</li> <li>▪ indecent assault: indecent behaviour before, during or after an assault.</li> </ul> <p>Sexual assault is a subset of sexual harassment.</p>
Sexual harassment	<p>Unwelcome sexual behaviour that causes a person to feel offended, humiliated or intimidated, where a reasonable person could have anticipated that reaction in the circumstances. Sexual harassment can take many forms, and can be physical, verbal or written. Examples include:</p> <ul style="list-style-type: none"> <li>▪ unwelcome sexual advances or requests for sexual favours</li> <li>▪ making sexual comments or jokes</li> <li>▪ displaying or distributing sexually suggestive or explicit images or materials</li> <li>▪ sending sexually suggestive or explicit direct messages, texts or emails or posting sexually suggestive or explicit comments on social media</li> <li>▪ touching or brushing against someone in a sexual way</li> <li>▪ spying on or stalking someone</li> <li>▪ creating a hostile or intimidating work or learning environment through sexual conduct</li> <li>▪ repeatedly asking someone out on a date after they have said no</li> <li>▪ making comments about someone's appearance or body in a sexual way</li> </ul>

Terms	Meaning
	<ul style="list-style-type: none"> <li>▪ touching someone without their consent</li> <li>▪ spreading rumours or gossip about someone's sexual history.</li> </ul> <p>Sexual harassment does not have to be intentional. If a person's conduct is unwelcome and creates a hostile or intimidating environment, it may be considered sexual harassment even if the person did not intend to cause harm.</p>
Learner	Includes prospective, current and former learners/s, and learners on intermission or deferral.
Suspend	<p>The temporary removal of a learner for a period without cancelling their enrolment in a course or unit/subject for general misconduct. Suspension may range from a day to an academic year. During a suspension, the learner is not allowed to:</p> <ul style="list-style-type: none"> <li>▪ be in Institute precincts and/or specified facilities</li> <li>▪ participate in classes, assessments and other educational activities including online learning and assessment activities</li> <li>▪ participate in practical placement or other Holmesglen activities conducted at any location.</li> </ul> <p>The authorised person may determine the appropriate conditions of the suspension within their authorised period of time. "Suspension" has the same meaning.</p>
Support person	<p>A person nominated by the learner other than:</p> <ul style="list-style-type: none"> <li>▪ a registered legal practitioner or a person acting in the capacity of a lawyer</li> <li>▪ another party to the alleged misconduct.</li> </ul> <p>The support person may not speak or make arguments on behalf of the learner unless they are assisting a learner with disability to respond to the reported misconduct.</p>

## 7. CONTEXT AND/OR REFERENCED DOCUMENTS

### Internal

[Academic Integrity Policy](#)

[Child Safety and Wellbeing Policy](#)

[Conduct Rule](#)

[Code of Conduct](#)

[ICT Acceptable Use Policy](#)

[Information Security Policy](#)

[Operational Authorisation Policy](#)

[Privacy Policy](#)

### External

Standards for Registered Training Organisations 2015

Higher Education Standards Framework 2021

The National Code of Practice for Providers of Education and Training to Overseas Students 2018

Minimum Standards for Registration to Provide an Accredited Senior Secondary or Foundation Secondary Course 2022

Victoria's Charter of Human Rights and Responsibilities Act 2006

Privacy and Data Protection Act 2014 (Vic)

Equal Opportunity Act 2010 (Vic)

## 8. REVIEW

8.1 This policy must be reviewed no later than three years from the date of approval.

8.2 The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

## 9. VERSION HISTORY

Version Number	Date	Summary of changes
1	October 2019	Updated into new format and procedural elements removed and terminology revised.
2	November 2019	Minor update to Appendix 1.
3	May 2024	Updated to include: <ul style="list-style-type: none"><li>▪ reference to new Appeals Policy (Learners) and removal of principles related to appeals of discipline outcomes</li><li>▪ general revisions to reflect current context and trends in disciplinary matters, including update to Appendix 1 (actions constituting general misconduct)</li><li>▪ inclusion of prospective and former learners in the scope of the policy and addition of related principles</li><li>▪ retitling of policy (formerly Discipline Policy)</li><li>▪ reassign ownership to the teaching and learning function.</li></ul>

## APPENDIX 1 – GENERAL MISCONDUCT

General misconduct occurs when a learner:

1. Causes or threatens to cause harm to another person.
2. Sexually assaults or sexually harasses another person.
3. Attacks, harasses, intimidates, stalks, bullies or discriminates against another person or threatens to do so.
4. Disrupts the orderly conduct of a class or any other Holmesglen-related activity including antisocial, offensive or disruptive behaviour.
5. Behaves in a manner likely to damage, cause the loss of, interfere with or obstruct the use of the property of Holmesglen or of another person.
6. Fails to uphold Holmesglen's Learner Rights and Obligations (see Appendix 2).
7. Fails to comply with an Institute rule, policy or procedure.
8. Breaches the terms of use of any service or resource provided by Holmesglen, including its ICT resources.
9. Breaches the privacy or confidentiality of another person.
10. Shares an official credential with another learner such as a student identification card or log in.
11. Submits a forged document or document they have altered.
12. While on practical placement:
  - a) makes a dishonest, deceptive or false statement or representation
  - b) submits a forged document or a document that they have altered
  - c) behaves dishonestly or deceptively, including by withholding relevant personal information
  - d) behaves in a manner likely to damage, cause the loss of, interfere with or obstruct the use of, property of the placement host organisation
  - e) fails to comply with a reasonable direction of an employee of the placement host
  - f) breaches reasonable requirements of the host organisation for conduct or work of its employees
  - g) enters any part of the host's premises that the learner is not authorised to enter
  - h) behaves in a way that is reasonably likely to damage Holmesglen's relationship with the host organisation, other placement hosts or the wider community
13. Fails to comply with a reasonable direction of an employee or other person authorised by Holmesglen, such as to produce identification, leave or not to enter a place in a Holmesglen precinct or a practical placement location.
14. Is alcohol or drug affected within the precincts of the Institute or while participating in an activity as a Holmesglen learner.
15. Smokes or vapes in prohibited areas.
16. Enters any place at Holmesglen that a learner is not authorised to enter.
17. Behaves in a way that harms or undermines the good order of the Institute.
18. Unreasonably hinders others in their studies, research, work or in participating in the life of the Holmesglen community.
19. If enrolled in a course that is accredited by a licensing, regulatory or professional body, fails to meet the standards of behaviour required of that body.
20. Possess, uses or traffics an illegal drug within the precincts of the Institute.
21. Possesses or threatens to use a weapon or dangerous chemicals/substances within or near the precincts of the Institute.

22. Fails to pay fines or other financial penalties imposed by the Institute.
23. Participates in or is convicted of criminal offence committed within the precincts of the Institute or in any way related to the Institute or any learner or employee.

## APPENDIX 2 – LEARNER RIGHTS AND OBLIGATIONS

Holmesglen is committed to providing an environment for learners where free intellectual enquiry and freedom of expression is protected and encouraged, academic integrity is promoted, and the rights and responsibilities of learners, employees and Holmesglen are respected.

As members of the Holmesglen community, learners must conduct themselves in a manner consistent with Holmesglen's values and standards of behaviour. These standards of behaviour apply at all times and in all places and circumstances that the learner is participating in activities as a Holmesglen learner. This includes behaviour in precincts of the Institute, in digital environments (including social media platforms) and while attending all Holmesglen-related events and activities, including practical placements, excursions, recreational activities and camps.

Accordingly, learners must:

### Take responsibility for their learning

- Make themselves aware of and comply with all relevant Holmesglen policies and procedures concerning their enrolment, studies and conduct at Holmesglen.
- Read and comply with their subject/unit and course requirements.
- Take responsibility for their own learning and wellbeing, and seeking support and/or assistance from Holmesglen academics and/or support services when required.
- Provide accurate personal details to Holmesglen; keep those details up to date; and read and respond where required to all official Holmesglen correspondence including email.
- Be committed to their studies: attend classes on time, participate during classroom activities, and complete all tasks allocated to them.
- Adhere to the policies, procedures and rules of external organisations while on placement, practicum, work experience, fieldwork or educational exchange.

### Act with honesty and integrity

- Undertake their academic work with integrity and honesty, avoiding breaches of academic integrity and copyright.
- Work cooperatively and collaboratively with other learners, employees, associates and Holmesglen partners.
- Not engage or collude in fraudulent or corrupt behaviour, or any unlawful behaviour, and report such behaviour as outlined in Holmesglen policies and procedures.
- Declare conflict of interest matters or a matter which has the potential to influence decisions in their interest, or declare a matter which could be perceived to influence decisions in their interest.
- Not do anything which may bring Holmesglen into disrepute including by making or publishing false or misleading statements relating to Holmesglen.

### Act with respect and fairness

- Always interact in a polite and respectful manner with all learners and employees of Holmesglen.
- Communicate with courtesy and consideration, verbally and in writing, in person and online (including through email and social media).
- Provide considered and honest feedback to Holmesglen and its employees on the quality of learning and teaching and its services.
- Respect the privacy of other learners and employees.
- Respect others' rights to their own opinions and beliefs and, where there is disagreement, engage only in respectful discussion.
- Refrain from actions, behaviour and words (both written and spoken) that may jeopardise their own or another learner or an employee's health, safety or wellbeing, or may damage their reputation or career.
- Not engage in discrimination, sexual assault, sexual harassment, victimisation, bullying, child abuse or any form of interpersonal, psychological or physical violence, and report such behaviour as outlined in Holmesglen policies and procedures.
- Not disclose information identified as confidential concerning any matter relating to Holmesglen.

- Avoid disrupting or interfering with any teaching, learning, research or other academic activity of Holmesglen. This includes not being rude or using inappropriate language or such behaviour that may cause an employee or another learner to feel uncomfortable or threatened, including through physical, written or verbal actions.
- Not impair the rights of others to participate in any legitimate Holmesglen activity.
- Not encourage, persuade or incite others to engage in conduct or behaviour constituting misconduct in accordance with Holmesglen policies and procedures.

#### **Contribute to a healthy and safe learning environment**

- Not cause harm to others, endanger or potentially endanger the safety or health of others.
- Be free from the influence of alcohol and/or drugs on Holmesglen premises
- Not use, possess or supply a prohibited weapon or any prohibited substance at Holmesglen premises
- Only smoke or vape in designated areas
- Use Holmesglen property or resources, including communication and technology resources, cooperatively, legally, ethically responsibly and appropriately
- Respect the property rights of others, including learners and employees
- Comply with any reasonable request or directions from Holmesglen employees with regard to safety or compliance with policy, procedure or ethical requirements, or to provide name or age or show proof of identity or age or learner identity card.

## APPENDIX 3 - SUMMARY OF DISCIPLINARY POWERS

Position	Disciplinary penalty	Relevant person to be notified of the penalty imposed <sup>1</sup>
<b>Chief Executive</b>	<ul style="list-style-type: none"> <li>▪ Expel a learner</li> <li>▪ Impose a claim for compensation for damage</li> <li>▪ Suspend a learner for a specified period not exceeding one academic year</li> <li>▪ Refuse enrolment or re-enrolment</li> <li>▪ Remove access to Holmesglen’s systems and/or services for a defined period</li> <li>▪ Reprimand a learner</li> <li>▪ Withhold AQF certification</li> </ul>	Relevant: <ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Dean/Associate Director/Associate Dean/Head of Centre</li> <li>• Head of Department/Principal Registrar</li> </ul>
<b>Chief Financial Officer Executive Directors</b>	<ul style="list-style-type: none"> <li>▪ Suspend for a specified period not exceeding one academic year</li> <li>▪ Refuse enrolment or re-enrolment</li> <li>▪ Remove access to Holmesglen’s systems and/or services for a defined period</li> <li>▪ Reprimand a learner</li> <li>▪ Withhold AQF certification</li> </ul>	Chief Executive Relevant: <ul style="list-style-type: none"> <li>• Dean/Associate Director/Associate Dean/Head of Centre</li> <li>• Head of Department/Principal Registrar Chief Information Officer (where relevant)</li> </ul>
<b>Dean/Associate Director/Associate Dean/Head of Centre</b>	<ul style="list-style-type: none"> <li>▪ Suspend a learner for a period of up to five days</li> <li>▪ Reprimand a learner</li> </ul>	Relevant: <ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Head of Department/Principal Registrar</li> </ul>
<b>Head of Department/ Principal Manager Student Wellbeing and Manager Security</b> (in consultation with Head of Department/Principal)	<ul style="list-style-type: none"> <li>▪ Suspend a learner for a period of up to two days</li> <li>▪ Reprimand a learner</li> </ul>	Relevant Dean/Associate Director/Associate Dean/Head of Centre Registrar Executive Director Engagement & Support
<b>Registrar</b>	<ul style="list-style-type: none"> <li>▪ For misconduct pertaining to fraudulent activities and the falsification of certification documentation: deny enrolment of new and returning learners</li> </ul>	Chief Executive Relevant: <ul style="list-style-type: none"> <li>• Dean/Associate Director/Associate Dean/Head of Centre</li> <li>• Head of Department/Principal Registrar</li> </ul>

<sup>1</sup> Security must be notified if the disciplinary penalty involves expulsion or suspension

Position	Disciplinary penalty	Relevant person to be notified of the penalty imposed <sup>1</sup>
<b>Manager, Library</b>	<ul style="list-style-type: none"> <li>▪ Reprimand a learner for misconduct in the Library</li> <li>▪ Suspend a learner from the use of the Library for a period of up to two days</li> <li>▪ Fine a learner, who after due notice, fails to return Institute Library's materials, at a rate approved by the Chief Executive, or withhold a learner's Statement of Results until:               <ul style="list-style-type: none"> <li>– the materials are returned and fines duly paid</li> <li>– a replacement cost is paid and fines duly paid</li> <li>– a satisfactory explanation in writing for non-return has been made to the Manager, Library.</li> </ul> </li> </ul>	Executive Director Engagement & Support Registrar
<b>Library employees</b>	<ul style="list-style-type: none"> <li>▪ Suspend a learner from the use of the Library for the remainder of the day.</li> </ul>	Manager, Library Registrar
<b>Institute employees</b>	<ul style="list-style-type: none"> <li>▪ Suspend a learner for the remainder of the day</li> <li>▪ Suspend a learner from the remainder of any class and/or next class, lecture, tutorial or other learning or assessment activity for which the employee has responsibility</li> <li>▪ Reprimand a learner</li> </ul>	Relevant manager