

Disciplinary Procedures



Objective

To document the process that will be followed when a student's behaviour or performance is below an acceptable standard.

The relevant policies and procedures are made available to the student prior to enrolment via the Pre-enrolment kit.

The trainer and the student are to consult and try to address any issues that may arise in relation to behaviour or performance.

The first offence or concern over a recurring pattern of poor behaviour/performance will result in:-

- **Counselling – Verbal Warning (to be carried out by the Training and QA Manager or nominee)**
 - > Counselling on the problem detailing VOTES requirements.
 - > This is proposed to be a one on one session with an advocate if requested.
 - > Give the student an opportunity to respond.
 - > Detail any action to be taken to rectify the problem including counselling and/or improved behaviour/performance of the student.
 - > Copy of counselling details to be kept on student's personnel file.

Second offence or continuation of recurring pattern

- First written warning
 - > This must specify the nature of the problem, the performance or conduct standards required, and a specified period over which the student's progress will be monitored
 - > The student is notified of the nature of the meeting and given the opportunity to bring an Industrial Advocate/support person to the meeting that is agreed upon by the management team
 - > This meeting may include your trainer and the Training and Quality Assurance manager and the CEO
 - > Give the student an opportunity to respond
 - > Place a copy of the written warning in the personnel file and give a copy to the student

Third offence or no change in pattern

- Termination following warnings
 - > Fully detail student's performance and/or conduct since the previous warning.
 - > When student notified of the nature of the meeting, the student is given the opportunity to bring an industrial advocate/support person to the meeting.
 - > Give the student an opportunity to respond.
 - > This final notice will clearly state, the student will be dismissed with reasons.
 - > Copy of termination to be placed on student file and a copy given to student.
 - > Company to provide the student with written reasons for termination.

Remember: A warning procedure is aimed at resolving poor performance

Instant dismissal can and will be applied for matters of a criminal nature, and/or serious breaches of Occupational Health & Safety