

# 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***