



**HIVE**  
HAMPTON INSTITUTE OF  
VOCATIONAL EDUCATION

## Learner Discipline Policy

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### Purpose

Through this policy, HIVE – Hampton Institute of Vocational Education HIVE provides a basis for resolving issues associated with inappropriate conduct and/or behaviour that breaches HIVE's policies and procedures, Learner Code of Conduct and/or Commonwealth or State law.

The policy provides the learner with the opportunity to modify their conduct and/or behaviour to align with expected standards.

### Policy

1. HIVE provides all learners with clear expectations on the standards of conduct that are expected of them during their participation in the course. The rights and responsibilities of learners are prescribed in:
  - 1.1 The Learner Code of Conduct; and
  - 1.2 Other organisational policies and procedures.
2. HIVE provides information on the above in the Learner Handbook that is provided to learners prior to, or upon commencement, of a course. This is also available on HIVE's website at [www.hive.edu.au](http://www.hive.edu.au)
3. If any learner breaches the requirements or expectations of them as a learner, HIVE will be required to take disciplinary action with the learner to rectify and/or manage the behaviour.
4. The decision to initiate disciplinary action will only be made subject to:
  - 4.3 Exploring other potential avenues for dealing with the matter and fully exhausting these.
  - 4.4 An investigation occurring to determine the facts.
  - 4.5 Consultation occurring between the Trainer/Assessor and relevant Manager.
5. Disciplinary action will include meetings with the learner either by email, phone, or in person to formulate an action plan for rectifying the issue(s). The learner will be given fair goals and timelines for rectifying the behaviour. Where the learner fails to meet the requirements of the action plan or the behaviour continues, HIVE will decide on appropriate further measures to be taken.
6. In serious cases, a Disciplinary Panel will be convened and will include senior members of HIVE's management team. The purpose of the panel is to review the disciplinary process that has taken place, any evidence, meeting outcomes and allegations, to reach a decision about an appropriate course of action to be followed.
7. In all situations and circumstances, the learner will be given due time and opportunity to respond to any concerns regarding their conduct or failure to meet the expectations set upon them. Learners will be invited to bring a support person with them to a disciplinary meeting.
8. Incidents of plagiarism, cheating and collusion will not be tolerated and will be dealt with according to the Learner Plagiarism, Cheating and Collusion Policy and Learner Discipline Procedures.
9. Learners have the right to make an appeal of any decision made under this Policy and the related Learner Procedure according to the Complaints and Appeals Policy and Procedure.



RTO #22341

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***Office Use Only***

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**Related Policies**

Learner Code of Conduct

Learner Plagiarism, Cheating and Collusion Policy

Complaints and Appeals Policy

**Related Procedures, Forms & Documents**

Complaints and Appeals Procedure

Learner Handbook