



Student Conduct and Disciplinary Policy and Procedure

1. Purpose

This policy and procedure outline Illoura College's expectations for student behaviour. Its purpose is to maintain a safe, respectful, inclusive, and supportive learning environment and to ensure students and staff understand their rights and responsibilities.

2. Key Definitions

- **Behavioural Misconduct** means conduct by a student that breaches Illoura College's expected standards of behaviour under this Policy, but which may be capable of being addressed through counselling, direction, warning, education, or other disciplinary action.
- **Serious misconduct** means behaviour that poses a significant risk to the safety, wellbeing, dignity, rights, property, operations, or reputation of Illoura College or any member of its community. Serious misconduct may justify immediate interim action, including suspension from campus or College-related activities, pending investigation and outcome.
- **Vilification** for the purpose of this Policy, vilification means behaviour, communication, or conduct, whether verbal, written, visual, physical, or online, that incites, encourages, expresses, or promotes hatred, serious contempt, revulsion, or severe ridicule towards a person or group because of a protected attribute such as race, religion, ethnicity, nationality, cultural identity, disability, sex, sexual orientation, gender identity, or other status protected by law.
- **Antisemitism** for the purpose of this Policy, antisemitism means prejudice, hostility, discrimination, harassment, intimidation, or vilification directed towards Jewish people, or towards individuals or groups perceived to be Jewish, because they are Jewish or are associated with Jewish identity, ethnicity, ancestry, religion, or culture.
- **Protected Attribute** for the purposes of this Policy, protected attribute means a personal characteristic protected under applicable Commonwealth and State/Territory anti-discrimination, equal opportunity, or human rights legislation, including but not limited to race, colour, descent, national or ethnic origin, religion, sex, sexual orientation, gender identity, intersex status, disability, age, marital or family status, pregnancy, or other status protected by law.

3. Policy

3.1 Behaviour Standards

Students are required to conduct themselves in a responsible, respectful, and professional manner at all times while participating in activities associated with Illoura College. This includes behaviour on campus, during training sessions, assessments, excursions, and any off-site or online activities related to the College.

Students must not engage in any behaviour that may threaten the safety, dignity, wellbeing, inclusion, or equal participation of other students, staff, visitors, contractors, or any other individuals associated with Illoura College.

3.2 Expected Behaviour

Students must:

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- Show respect toward other students, staff, visitors, and property
- Follow Illoura College's policies, procedures, and lawful instructions
- Participate responsibly and actively in learning and assessment activities
- Contribute positively to a learning environment that is safe, inclusive, and free from discrimination, harassment, bullying, vilification, antisemitism, racism, religious intolerance, and other harmful conduct
- Communicate in a respectful manner and avoid offensive, discriminatory, or abusive language
- Act safely in a way that does not disrupt learning or endanger others

3.3 Unacceptable Behaviour

Unacceptable behaviour includes, but is not limited to:

- Actions that interfere with other students' ability to learn or participate
- Behaviour that threatens the safety, health, or wellbeing of others
- Disrupting classes, assessments, meetings, or official activities
- Harassment, bullying, or discrimination of any kind
- Antisemitic conduct, including comments, slurs, symbols, gestures, intimidation, threats, ridicule, exclusion, or abuse directed at Jewish people or those perceived to be Jewish
- Damage to property, theft, or misuse of college or personal property
- Being under the influence of alcohol, illegal drugs, or prohibited substances
- Entering restricted areas without permission
- Providing false or misleading information about enrolment or student status
- Possession of dangerous items or banned substances
- Abusive, aggressive, or intimidating behaviour

3.4 Serious Misconduct

Certain conduct may be treated as serious misconduct requiring immediate action. This may include, but is not limited to:

- Behaviour that poses serious threats to the safety or wellbeing of any person
- Physical violence or credible threats of violence
- Harassment, vilification, antisemitism, racism, discrimination or other hate-based conduct
- repeated misconduct following prior warning or disciplinary action
- serious intimidation, coercion, or targeted abuse
- serious online misconduct connected with Illoura College
- Behaviour that causes significant disruption, risk, harm, or damage to persons, property, or College operations

Where an allegation involves serious misconduct, Illoura College may implement interim measures, including suspension from campus, classes, online learning environments, placement, or other College activities while the matter is investigated.

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4. Procedure

4.1 Managing Behavioural Misconduct

When a student is identified as displaying behavioural misconduct:

- A Behaviour Misconduct Report will be completed by the student support officer and submitted to the Director of Operations for review.
- The student will be provided with counselling and may receive a formal written warning regarding their behaviour.
- Continued misconduct after a formal warning may result in cancellation of enrolment, with no entitlement to a refund.

Students will always be given written notice of the concern and the opportunity to provide a written or verbal response.

Students retain the right to appeal decisions. While an appeal is under review, the student's enrolment will be suspended, and they will not be permitted to attend campus. Where appropriate, minor incidents may be addressed through informal intervention, including discussion and guidance to support improved behaviour.

Allegations involving vilification, antisemitism, threats, intimidation, serious harassment, or conduct affecting the safety or wellbeing of others will not be treated as minor matters and may proceed directly to formal review under section 4.2

4.2 Serious Misconduct Causing Harm, Risk, or Serious Disruption

If a student's behaviour results in, or creates a serious risk of, harm to another person, serious disruption to College operations, targeted intimidation, hate-based abuse, vilification, antisemitism, or damage to property, Illoura College may immediately suspend the student from campus, classes, online learning systems, work placement, excursions, or other College activities while the matter is investigated.

Depending on nature and seriousness of conduct, Illoura College may also but not limited to:

- issue a direction to the student not to contact or approach affected persons
- restrict the student's access to certain areas or activities
- refer the matter for formal investigation under the Complaints and Appeals Policy or another relevant procedure
- notify police, emergency services, placement hosts, government authorities, or other relevant external bodies where necessary or required.

Where serious misconduct is substantiated, outcomes may include a final warning, conditions on continued enrolment, suspension, cancellation of enrolment, or any other action reasonably necessary to protect students, staff, and the College community.

The student's right to appeal remains in place. Enrolment may only be permanently cancelled in accordance with applicable policy, procedural fairness requirements, and the completion of any relevant internal appeal process. During any suspension or appeal period, Illoura College may impose reasonable restrictions on attendance or participation to manage safety and risk.



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If a student's behaviour results in serious harm to another person or damage to property, Illoura College may immediately suspend the student and report the incident to the police.

The student's right to appeal remains in place. Enrolment may only be permanently cancelled once the appeal process has been concluded. If enrolment is cancelled, a Statement of Attainment will be issued only for units that have been successfully completed. During the appeal process, the students must not attend Illoura College premises.

4.3 Recording and Documentation

All incidents, actions taken, warnings, suspensions, appeals, and enrolment outcomes must be documented and stored in the student management system in accordance with record-keeping requirements.

5 Related Documents and Forms

Related Policies

Student support policy

Complaints and appeals policy

Related Forms

Complaint form

Appeal form

Others

Student Handbook

6. Policy Information

Policy Area	Student Support
Policy Version	V 1.0
Date of Effect	July 2025
Review Schedule	July 2026
Applicable Standards	<ul style="list-style-type: none">• Outcome Standards for RTOs 2025; standards 2.1,2.2 and 2.3• National Code of Practice for Providers of Education and Training to Overseas Students 2018• Anti-Discrimination and Equal Opportunity legislation
Responsibility	<ul style="list-style-type: none">• Director of Operations• Student support officer