

## Student Conduct and Discipline Policy

Approved by: Chief Student and Community Officer

Approval date: 18 July 2025

### Acknowledgement of Country

In the spirit of reconciliation, TAFE NSW acknowledges Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of Country throughout Australia and their connections to land, sea, and community. We pay our respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

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## Section 1. Purpose

- 1.1 This Policy underpins the expected standards of behaviour and conduct of TAFE NSW students who use or access any TAFE NSW facility and/or engage in any TAFE NSW related activities both at a facility and offsite, including but not limited to the online delivery of TAFE NSW courses, approved field trips/excursions and approved student work placements. Where students do not meet and uphold the expected standards of behaviour and conduct, TAFE NSW will assess if a breach of the Student Conduct and Discipline Policy has occurred and may impose penalties having regard to the seriousness, impact and circumstances of the breach of conduct.

## Section 2. Scope and Audience

- 2.1 As a condition of enrolment and engagement in training and education with TAFE NSW, students have a responsibility to maintain a standard of behaviour and conduct that supports and maintains an inclusive, respectful and safe learning environment for themselves, other students and staff. The Technical and Further Education Commission Act 1990, Clause 7 Miscellaneous functions, provides authority for TAFE NSW to impose penalties for breaches of discipline by students of TAFE NSW.
- 2.2 The Student Conduct and Discipline Policy applies to all TAFE NSW students, staff and third parties engaged by TAFE NSW.

## Section 3. Principles

- 3.1 TAFE NSW is committed to providing an inclusive and safe learning environment that supports wellbeing and ensures students have access to positive learning experiences, are respected and respectful, feel valued and safe, and benefit from their learning experiences.
- 3.2 When enrolling, students accept and agree to the terms and conditions of enrolment which include that the student is to comply with all relevant TAFE NSW policies, procedures and regulations at all times. The enrolment terms and conditions underpin the behaviour and conduct expected of TAFE NSW students.

## Section 4. Policy requirements

- 4.1 TAFE NSW is committed to providing students with the opportunity to study, learn and develop skills in a safe, supportive and healthy learning environment. TAFE NSW requires students to act in a way that supports the good conduct of TAFE NSW. Student enrolment at TAFE NSW is an agreement to follow TAFE NSW policies and procedures and abide by student responsibilities.

## Student Responsibilities

- 4.2 All TAFE NSW Students undertake training and education in an environment where there will be shared use and access to classes, facilities and resources with other students and TAFE NSW staff; and have a responsibility to:
- behave in an appropriate and respectful manner
  - treat others with respect and fairness
  - be responsible for their own conduct and behaviour, and
  - comply with all relevant TAFE NSW policies and procedures as well as government legislation at all times.

## TAFE NSW responsibilities

- 4.3 All TAFE NSW Staff and engaged third parties:
- have a responsibility to model appropriate language and behaviour and conduct themselves in a professional manner when managing inappropriate student conduct
  - are to support and ensure that students are informed of TAFE NSW expectations in relation to their conduct
  - are responsible for applying this Policy in a fair, consistent and lawful manner
  - must take steps, where a student has engaged in conduct which may amount to a breach of TAFE NSW policy, procedure or regulations, at the earliest opportunity and in accordance with this policy and as outlined in the related Procedures Manual; and
  - must follow applicable policies and procedures and relevant internal reporting requirements.

## Breaches of Student Conduct

- 4.4 A breach of student conduct is subject to disciplinary action by TAFE NSW which may result in the imposition of penalties. Penalties imposed can include exclusion from study and/or facilities for defined periods, impact on assessment tasks and/or results, and pecuniary charges.
- 4.5 A breach of conduct is any student conduct that is considered inappropriate or unacceptable, including, but not limited to any conduct that:
- breaches TAFE NSW policy, procedure, or regulation
  - interferes with TAFE NSW's operations
  - is unlawful
  - endangers the health and safety of any person
  - disrupts and/or inhibits a person's ability to learn or participate in any TAFE NSW activity
  - damages the reputation of TAFE NSW or brings TAFE NSW into disrepute

g. is contrary to any reasonable instruction or direction by TAFE NSW staff.

4.6 TAFE NSW recognises two types of student breach of conduct:

- a. **Academic integrity breach of conduct** – refers to conduct by a student that is dishonest or unfair in connection with any training and assessment activities, including but not limited to examinations, tests, assignments, group work, projects and presentations. Examples include, but are not limited to, plagiarism, impersonating another student, cheating, false documentation and inappropriate use of Generative Artificial Intelligence (AI) tools. Student obligations and the management of these matters are specified in the [Academic Integrity Policy](#) and [Procedure](#).
- b. **Behavioural breach of conduct** – refers to conduct by a student that is inappropriate or unacceptable. Examples, including but not limited to, aggressive, abusive behaviour, harassment, providing false or misleading information and wilful damage.

4.7 Information about behavioural conduct, including the procedure to report, assess, manage disciplinary action, impose penalties and the appeals process is included in the [Student Conduct and Discipline Procedure Manual](#).

4.8 Where a behavioural breach of conduct includes violence and/or violent behaviour, enrolment in a TAFE NSW course will be considered under TAFE NSW Management of Students with a History of Violent Behaviour framework as detailed in the Enrolment and Student Administration Policy.

4.9 All records relating to the reported conduct will be retained for a period of seven years after the student ceases to be an accepted student or as per the requirements of the [Retention of Student Education Evidence Procedure](#), whichever is greater.

## Section 5. Responsibilities

Position	Responsibility
Chief Student and Community Officer (Accountable Officer)	Oversight of the development, review and amendment of this policy, with the authority to approve revisions to the policy to ensure alignment with regulatory and legislative requirements and current TAFE NSW operations.
Executive Director Student and Campus Services (Responsible Officer)	Support the Accountable Officer in the development, monitoring, review and amendment of this policy, to ensure alignment with regulatory and legislative requirements and current TAFE NSW operations.
Director Campus Services	Guidance and support to implement this policy and relevant procedures within TAFE NSW
Director Learning and Teaching (Various)	Guidance and support to implement this policy and relevant procedures within TAFE NSW. The receipt and management of student misconduct appeals.

Position	Responsibility
Delegated Officer	The relevant person who holds (or acts) in the position which has delegation under the TAFE NSW Delegations Manual to impose penalties (including pecuniary penalties) for disciplinary breaches by students.
Senior Manager, Campus Services	Guidance and support to implement this policy and relevant procedures within TAFE NSW.
Head Teacher	Guidance and support to implement this policy and relevant procedures within TAFE NSW.
TAFE Services Manager	Guidance and support to implement this policy and relevant procedures within TAFE NSW.
All TAFE NSW Employees	Assistance with providing and maintaining an inclusive and safe learning environment for students and staff within the framework of this policy and related procedures and processes.
Student	To comply with TAFE NSW policies, procedures and other Written Directions, and to support a respectful and safe learning environment.

## Section 6. Monitoring

- 6.1 The use, effectiveness and efficiency of this policy is reviewed through the following:
- fulfilling our obligations as stated in Section 5 Responsibilities
  - integration of student, staff and community feedback in course development, and disability and access services
  - audit and reporting requirements in legislation and compliance obligations.
  - regular review and updating of this policy on a three-year cycle to maintain relevance and compliance. Out of cycle review as required by legislative, regulatory or TAFE NSW policy updates.

## Section 7. Where to get help

### Appeals

- 7.1 Students will be advised of their right to appeal a decision on behavioural conduct breaches, in writing, at the same time they are notified of the decision. Students must be advised they have 21 working days to lodge an appeal.
- 7.2 Appeals must be lodged in writing, to the Director of Learning and Teaching or an independent of the original decision maker, who must commence assessment of the appeal within 10 working days of it being lodged by the student.

- 7.3 Students involved in an appeal must be treated with respect, the matter handled confidentially and in alignment with privacy expectations set out in the [Privacy Policy](#). Students will not be treated differently, less favourably, or victimised because they have lodged an appeal.
- 7.4 Students are given the opportunity to present their case at no cost and any relevant circumstances or information they put forward, will be taken into consideration. If they request it, they may have a support person attend any relevant meetings that may occur that relate to the appeal.
- 7.5 The Director of Learning and Teaching will assess the students appeal and determine the outcome.
- 7.6 The Director of Learning and Teaching will inform the student of the appeal outcome in writing within a reasonable timeframe and include the reasons for the outcome and any rectification that will be undertaken as a result.
- 7.7 TAFE NSW will take immediate steps to commence any rectifications required as a result of an appeal outcome found in the favour of the student.
- 7.8 If the original decision is upheld, the student will be informed of their right to lodge an external complaint with the [NSW Ombudsman](#).
- 7.9 All records relating to the appeal will be retained on the student's file for a period of seven years after the student ceases to be an accepted student or as per the requirements of the [Retention of Student Education Evidence Procedure](#), whichever is greater.

## Section 8. Governance information

Governance	Details
Legislation, regulations, and standards	<p>This policy is governed by:</p> <ul style="list-style-type: none"> <li><a href="#">Work Health and Safety Act 2011</a></li> <li><a href="#">Australian Qualifications Framework (AQF)</a></li> <li><a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></li> <li><a href="#">Standards for Vocational Education and Training (VET) Accreditation courses 2021</a></li> <li><a href="#">National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) 2025</a></li> <li><a href="#">Standards for Registered Training Organisations Credentials Policy (2025)</a></li> <li><a href="#">Technical and Further Education Commission Act</a></li> </ul>

Governance	Details
Related procedures and resources	<p>This policy is to be read together with:</p> <p><a href="#">Student Conduct and Discipline Procedure Manual</a></p> <p>Delegations Manual - TAFE NSW</p> <p>Acceptable Use of Information and Technology Guideline</p> <p><a href="#">Student Guide</a></p> <p><a href="#">False and Fraudulent Student Result Documents Procedure</a></p> <p><a href="#">Academic Integrity Procedure</a></p>
Related policies	<p>This policy is to be read together with:</p> <p><a href="#">Enrolment and Student Administration Policy</a></p> <p><a href="#">Academic Integrity Policy</a></p>
Accountable Officer	Chief Student and Community Officer
Responsible Officer	Executive Director Student and Campus Services
Content Manager number	PROJ20/50
Next review date	18 July 2028

## Section 9. Definitions

- 9.1 Definitions applying to this policy are listed in the associated Procedures Manual – [Student Conduct and Discipline Procedure Manual](#) – and guidance provided to students within the [Student Guide](#).

Word	Definition
Appeals Process	A formal mechanism for applicants to challenge decisions relating to decisions made by TAFE NSW including complaint, recognition, assessment and breach of student conduct outcomes.
Breach of Student Conduct	Conduct which is a breach of a TAFE NSW policy, procedure or regulation.

Word	Definition
History of Violent Behaviour	<p>For the purpose of this policy, any act of violence that has occurred in the past ten (10) years. Persons who are registered on the 'Child Protection Register' are considered current and the 10-year time limit does not apply. Notwithstanding the above, TAFE NSW has discretion to apply this Policy to persons where any act of violence has occurred outside the 10-year period.</p> <p>Violent Behaviour includes but is not limited to, any behaviour that seriously interferes with the physical or psychological welfare of a person for example, stalking, bullying, threats to commit violence, aggressive or abusive speech or behaviour, offensive, aggressive or abusive language directed to students and staff.</p>
Student	A student enrolled in and/or engaged in a learning relationship in a course, qualification or training program conducted by TAFE NSW.
TAFE NSW Facility	Any land, property, facility, equipment or system, including on-line delivery platforms, which is controlled, managed or operated by TAFE NSW.

## Section 10. Document history

No.	Effective	Approved by	Amendment
6	18 July 2025	Chief Student and Community Officer	The document has been updated to reflect correct position titles, meet new format requirements and support compliance with ASQA.
5	2 May 2023	Chief Delivery Officer	Minor update to include Generative Artificial Intelligence as a breach of student conduct.
4	1 July 2020	Chief Delivery Officer	Review and update to support organisational Framework
3.1	1 June 2017	Director, TAFE Customer Support	Minor update to reflect organisational change
3	11 February 2008	Director, TAFE Course and Student Services	Review and amendment to Policy format and implementation of Procedures

No.	Effective	Approved by	Amendment
2	1 September 2000	Managing Director, TAFE NSW	Implementation of Student Discipline Policy
1	2 September 1994	NSW Governor	Implementation of Technical and Further Education Commission (Student Discipline) Regulation 1994