



GIPPSLAND

INSTITUTE OF TECHNOLOGY

REGISTERED TRAINING ORGANISATION No. 45698

POLICY & PROCEDURE

Managing Wellbeing & Misconduct

Suspension and cancellation of enrolment or employment for misconduct



DOCUMENT CONTROL

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Managing wellbeing misconduct policy and procedure

Policy

- 1.1** This policy and procedure applies to clients studying at, and staff working at Gippsland Institute of Technology. The purpose of this policy and procedure is to support and protect client wellbeing during their enrolment at Gippsland Institute of Technology and staff members' wellbeing during their period of employment at Gippsland Institute of Technology.
- 1.2** Gippsland Institute of Technology suspends or cancels a client's enrolment or a staff member's employment in the limited and exceptional circumstances identified in this policy and procedure.
- 1.3** Gippsland Institute of Technology provides information to clients on the grounds and process for suspending and cancelling their enrolment at Gippsland Institute of Technology, and to staff members on the grounds and process for suspending and cancelling their employment at Gippsland Institute of Technology.
- 1.4** If due to the exceptional circumstances identified in item 1.5 of this policy and procedure eventuating Gippsland Institute of Technology suspends and/ or cancels a client enrolment or staff member's employment, it will do so and record the reasons for the decision.
- 1.5** Clients may have their enrolment at Gippsland Institute of Technology and staff members may have their employment suspended or cancelled for misconduct if they:
 - do not abide by the respective requirements of the Gippsland Institute of Technology Code of conduct.
 - engage in cheating, plagiarism or unauthorised collusion during assessment activities
 - do not submit assessment tasks by the due date (clients only)
 - do not attend all classes and participate in course learning and assessment activities (clients only)
 - follow all staff members' reasonable instructions during learning and assessment activities (clients only)
 - do not treat other clients and staff in a fair, equitable and respectful manner regardless of age, race, gender, religion, sexuality, disability, or origin.
 - abuse, harass or display any form of violence to other clients or staff
 - bully other clients or staff
 - display threatening behaviour towards other clients or staff
 - act in a manner that adversely impacts the general wellbeing of other clients or staff
 - act in a manner that adversely impacts the learning and/ or assessment of any client
 - intentionally damage Gippsland Institute of Technology equipment, facilities or materials
 - damage client's or staff belongings
 - steal any item belonging to staff, clients or Gippsland Institute of Technology
 - engage in illegal activities.

- pay the full amount of all course fees owing to Gippsland Institute of Technology when requested (clients only)
- fails to comply with the respective requirements of Gippsland Institute of Technology policies and procedures

- 1.6** Clients have the right to appeal a decision by Gippsland Institute of Technology to suspend or cancel their studies within 22 working days of the date on letter informing them of Gippsland Institute of Technology's intention.
- 1.7** Staff have the right to appeal a decision by Gippsland Institute of Technology to suspend or cancel their employment within 22 working days of the date on letter informing them of Gippsland Institute of Technology's intention.
- 1.8** Reasons for suspension or cancellation of their course are recorded in the client's file.
- 1.9** The CEO is responsible for the implementation of this policy and procedure.
- 1.10** A client can complain about another client if they think they are experiencing any of the issues indicated in clause 1.5 of this policy and procedure. e.g. if they think another client is bullying them, they can access the Gippsland Institute of Technology Complaints and appeals procedure.
- 1.11** This policy and procedure is implemented in compliance with the requirements of the Outcome Standards for Registered Training Organisations 2025 standards 2.5, 2.6, 3.1, and 4.3.

Procedure

Suspension due to misconduct

- 2.1** Gippsland Institute of Technology may suspend a client's enrolment or staff member's employment due to misconduct for any of the relevant grounds identified in clause 1.5 of this policy and procedure.
- 2.2** Any client or staff member can make a complaint about another client or Gippsland Institute of Technology staff member if they think the other person's behaviour is adversely impacting their own wellbeing. The behaviour identified in clause 1.5 of this policy will be deemed misconduct.
- 2.3** Any student can raise issues and complaints by speaking to any Gippsland Institute of Technology member of staff or lodging a formal complaint in accordance with the Gippsland Institute of Technology Complaints and appeals procedure. Gippsland Institute of Technology staff can raise a complaint by speaking to the Training manager or lodging a formal complaint in accordance with the Complaints and appeals procedure.
- 2.4** If a client's or staff member's behaviour is suspected to be adversely impacting another client's or staff member's wellbeing, then the client or staff member suspected of misconduct may have their enrolment/ employment at Gippsland Institute of Technology suspended until the outcome of the Gippsland Institute of Technology Complaints and appeal process is known.
- 2.5** In dealing with cases of misconduct Gippsland Institute of Technology ensures that all people involved are treated fairly, equally and with due regard to their privacy and in accordance with the Gippsland Institute of Technology Complaints and appeals policy and procedure.
- 2.6** The people involved in the complaint are informed in person and in writing of Gippsland Institute of Technology's decision along with reasons for the decision.

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- 2.7** The people involved in the complaint receive notification of Gippsland Institute of Technology's decision within 60 working days of an event taking place that leads to the implementation of this policy. Reasons for the decision are included in the letter, and the clients are informed of their right to access the Gippsland Institute of Technology Appeals process within 22 working days from the date on the letter.
 - 2.8** All documentation relating to suspending client enrolment will be kept in the client's file.
 - 2.9** No suspension action is taken until 22 working days of the letter date notifying the client of Gippsland Institute of Technology's intention has elapsed, or the outcome of any appeal is known, or the client withdraws from the appeal process.
 - 2.10** Gippsland Institute of Technology may decide to suspend a client's enrolment before the 22 working days has elapsed or before the conclusion of the appeal process is known or if there are extenuating circumstances. e.g. serious risk being posed to the client, other clients and/or Gippsland Institute of Technology staff by maintaining the client's enrolment.

Cancellation due to misconduct

- 3.1** The outcome of any Complaints or appeals process will inform the decision on whether to cancel a client enrolment or staff member's employment at Gippsland Institute of Technology.
- 3.2** If after considering all the Complaints and appeals process evidence the Gippsland Institute of Technology believes a client has breached the Code of conduct and is guilty of misconduct in a manner that warrants the cancellation of the client's enrolment or staff members employment, it will notify the relevant person in writing of its intention.
- 3.3** If a client does not attend meetings for a Complaints and appeals process or respond to communications, Gippsland Institute of Technology may cancel their enrolment. If a staff member does not attend meetings for a Complaints and appeals process or respond to communications, Gippsland Institute of Technology may cancel their employment.
- 3.4** The people involved in the Complaints and appeals process will be forwarded written notification of Gippsland Institute of Technology's decision within 60 working days of an event taking place that leads to the implementation of this and the Complaints and appeals policy and procedure.
- 3.5** Reasons for the decision are included in the letter sent to relevant stakeholders. Clients and/or staff members are informed of their right to access the Gippsland Institute of Technology appeals process within 22 working days of the date on the letter received from the Institute notifying them of a Gippsland Institute of Technology decision.
- 3.6** All documentation relating to cancelling a client's enrolment is stored in the clients' file. All documentation relating to cancelling a staff member's employment is stored in their staff file.
- 3.7** No cancellation action is taken until 22 working days from the date of the letter notifying the client or staff member of the Gippsland Institute of Technology intention has elapsed, or the outcome of any appeal is known, or the client/ staff member withdraws from the appeal process.**

** Gippsland Institute of Technology may decide to cancel a client's enrolment or staff member's employment before the 22 days has elapsed or before the conclusion of the appeal process is known or if there are extenuating circumstances. e.g. serious risk being posed to the client, other clients and/or Gippsland Institute of Technology staff by maintaining the client's enrolment or staff member's employment at Gippsland Institute of Technology.

Appealing Gippsland Institute of Technology decisions

- 4.1 On receiving notification from Gippsland Institute of Technology of its decision in relation to their request to suspend or cancel their enrolment or employment, the client/ staff member can appeal Gippsland Institute of Technology decision via the Gippsland Institute of Technology Complaints and appeals policy and procedure.
- 4.2 Appeals must be lodged in writing on the Complaints and appeals form accompanied by verifiable supporting documentation/ evidence.
- 4.3 Complaints and appeals forms are found in the Client information handbook or via request from the Training manager Gippsland Institute of Technology reception at or on request from info@git.vic.edu.au.
- 4.4 Complaints and appeals forms are to be submitted to the Training Manager Gippsland Institute of Technology 4/70 Main Street, Pakenham, VIC 3810 or to info@git.vic.edu.au.
- 4.5 Full details of the Complaints and appeals policy can be found in the Client information handbook, available from the reception Gippsland Institute of Technology or on request from info@git.vic.edu.
- 4.6 Clients have 22 working days from the date on the letter notifying them of the Gippsland Institute of Technology's intention to lodge an appeal against a Gippsland Institute of Technology decision.

Documents to be employed when implementing this policy and procedure:

- Client information handbook
- Enrolment form
- Complaints & appeals policies and procedures
- Complaints and appeals form

Revision history

Revision Date	Comment	Revised by
1/8/25	Policy and procedure created	CEO