

Behaviour Misconduct Policy and Procedures

1. Purpose

The purpose of this Policy and Procedure is to establish a structured, fair, and consistent framework for setting expectations of student behaviour and for managing and responding to behaviour misconduct at Princeton International College.

Princeton International College is committed to maintaining a safe, respectful, inclusive, and supportive learning environment that enables all students to participate effectively in their studies, achieve learning outcomes, and engage positively with staff and peers.

This Policy and Procedure ensures that student behaviour is managed in a manner that:

- Promotes a positive learning culture and mutual respect
- Protects the safety and wellbeing of students, staff, and visitors
- Supports early identification and appropriate management of behaviour concerns
- Applies consistent, transparent, and proportionate responses to misconduct
- Upholds the principles of procedural fairness and natural justice
- Provides students with access to support, counselling, and improvement pathways
- Ensures that students are informed of their rights, including access to the Complaints and Appeals handling process

This Policy and Procedure forms part of the College's Student Support and Wellbeing framework and is implemented in conjunction with the College's governance, compliance, and quality assurance systems.

The Chief Executive Officer (CEO) holds overall responsibility for the implementation, oversight, and continuous improvement of this Policy and Procedure. The CEO ensures that:

Behaviour Misconduct Policy and Procedures

- Behaviour expectations are clearly communicated to all students
- Staff are supported to manage behaviour consistently and appropriately
- All behaviour misconduct matters are addressed in accordance with regulatory requirements
- Decisions relating to serious misconduct, suspension, or cancellation are made in a fair, evidence-based, and compliant manner

Operational responsibilities may be undertaken by relevant staff, including trainers, assessors, and student support personnel; however, the CEO retains ultimate accountability for all behaviour-related decisions and outcomes.

This Policy and Procedure is developed and implemented in accordance with the following legislation, standards, and regulatory frameworks:

- Standards for Registered Training Organisations (RTOs) 2025 (Outcome Standards), including requirements relating to safe, inclusive, and supportive learning environments and student support
- Education Services for Overseas Students (ESOS) Act 2000, ensuring protection of international student rights and fair treatment
- National Code of Practice for Providers of Education and Training to Overseas Students 2018, including requirements relating to student welfare, behaviour expectations, and access to complaints and appeals handling processes
- ELICOS Standards 2018 (where applicable), including provisions relating to student safety, wellbeing, and appropriate learning environments

2. Scope

Behaviour Misconduct Policy and Procedures

This Policy and Procedure applies to all students enrolled at Princeton International College, including:

- Domestic students
- International students enrolled under CRICOS

This policy applies to all behaviour and conduct of students that occurs in connection with the delivery of the College's education and training services, including:

- On College premises, including classrooms, common areas, and any facilities used for training and assessment
- During all training, assessment, and learning activities, including practical sessions and simulated environments
- During work placement, industry engagement, or any course-related activity conducted off-site
- During any activity conducted under the supervision, direction, or representation of Princeton International College

This Policy and Procedure applies across all programs delivered by the College, including:

- Nationally recognised VET courses
- ELICOS programs (where applicable)

This Policy and Procedure forms part of the College's broader student support, governance, and compliance framework, and must be read in conjunction with the following policies and procedures:

- Complaints Handling Policy and Procedure

Behaviour Misconduct Policy and Procedures

- Appeal Handling Policy and Procedure
- Student Support and Wellbeing Policy and Procedure
- Training and Assessment Policy and Procedure
- Continuous Improvement and Quality Assurance Policy and Procedure
- Records Management Policy and Procedure

All staff involved in the delivery of training, student support, and administration are required to apply this Policy and Procedure consistently in the management of student behaviour and misconduct, under the oversight of the Chief Executive Officer (CEO).

3. Policy Statement

Princeton International College expects all students to behave in a manner that promotes a safe, respectful, inclusive, and productive learning environment, consistent with the College's values and regulatory obligations.

The College is committed to ensuring that student behaviour is managed in a fair, transparent, and consistent manner that supports both student wellbeing and the integrity of the learning environment.

Princeton International College ensures that:

- Behaviour expectations are clearly communicated to students prior to enrolment and reinforced during orientation and throughout the course
- Behaviour misconduct is identified, addressed, and managed in a consistent, timely, and proportionate manner

Behaviour Misconduct Policy and Procedures

- Students are provided with appropriate support, counselling, and opportunities to improve behaviour where concerns are identified
- Any disciplinary action taken is reasonable, proportionate, and based on the nature, severity, and circumstances of the misconduct
- All decisions relating to behaviour misconduct are made in accordance with the principles of procedural fairness and natural justice, including the student's right to be informed, heard, and respond
- Students are informed of their rights, including access to the College's Complaints and Appeals handling process

The College adopts a graduated and supportive approach to managing behaviour misconduct, with a focus on early intervention, education, and improvement, while maintaining the right to take immediate action in situations involving serious risk to safety, wellbeing, or compliance.

The Chief Executive Officer (CEO) maintains overall responsibility for the management, oversight, and decision-making in relation to student behaviour and misconduct. The CEO ensures that:

- Behaviour-related decisions are evidence-based, documented, and compliant with regulatory requirements
- Staff are supported to apply this policy consistently across all delivery contexts
- All serious misconduct matters, including decisions relating to suspension or cancellation of enrolment, are managed appropriately and in accordance with the ESOS Act 2000 and National Code 2018 (where applicable)

Operational aspects of this Policy and Procedure may be undertaken by trainers, assessors, administration staff, and student support personnel; however, the CEO retains ultimate accountabilities for all outcomes and decisions.

Behaviour Misconduct Policy and Procedures

4. Standards of Behaviour

Princeton International College sets clear expectations for student behaviour to ensure a safe, respectful, inclusive, and productive learning environment for all students, staff, and visitors.

Standards of behaviour are communicated to students through:

- Pre-enrolment information and course materials
- The Student Handbook
- Orientation sessions prior to course commencement
- Ongoing communication by trainers, assessors, and student support staff

Students are expected to:

- Treat all staff, students, and others with respect, courtesy, and professionalism
- Comply with all College policies, procedures, and instructions provided by staff
- Participate actively, honestly, and responsibly in all learning and assessment activities
- Communicate in a respectful and appropriate manner, free from offensive, discriminatory, or harmful language
- Maintain a safe learning environment and follow all health and safety requirements
- Comply with all applicable Commonwealth and State/Territory laws

Students must not engage in behaviour that:

- Disrupts or interferes with the learning environment or College operations
- Harms, threatens, intimidates, or endangers the safety or wellbeing of others

Behaviour Misconduct Policy and Procedures

- Involves harassment, discrimination, bullying, or abusive conduct in any form
- Results in damage to College property or the property of others
- Involves the use, possession, or influence of prohibited substances, including drugs or alcohol, while engaged in College activities
- Compromises the safety, wellbeing, or rights of any individual

All students are expected to take responsibility for their behaviour and to contribute positively to the College community.

Failure to meet these standards may result in the application of the College's behaviour misconduct processes in accordance with this Policy and Procedure.

5. Management of Behaviour Misconduct

Princeton International College manages behaviour misconduct through a structured, fair, and consistent process that focuses on early intervention, student support, and proportionate action, while ensuring the safety and wellbeing of all students and staff.

All behaviour misconduct matters are managed in accordance with the principles of procedural fairness and natural justice, ensuring that students are informed, given the opportunity to respond, and that decisions are made based on evidence.

Where behaviour misconduct is identified, the College will:

- Document the incident and gather relevant information and evidence
- Inform the student of the nature of the concern or allegation
- Provide the student with an opportunity to respond, including the provision of supporting information where appropriate

Behaviour Misconduct Policy and Procedures

- Assess the severity and impact of the behaviour, including any risks to safety, wellbeing, or the learning environment
- Determine an appropriate course of action based on the circumstances, history, and seriousness of the behaviour

Princeton International College adopts a graduated and supportive approach to managing behaviour misconduct, with a focus on education, improvement, and prevention of recurrence.

Actions taken may include, but are not limited to:

- Informal discussion and behavioural guidance
- Referral to student support services, including counselling
- Formal written warning outlining expectations and consequences
- Implementation of behaviour improvement strategies or conditions
- Restriction of access to premises or activities, where necessary to ensure safety
- Suspension or cancellation of enrolment in cases of serious or repeated misconduct

All decisions relating to behaviour misconduct are:

- Evidence-based and proportionate to the nature and severity of the behaviour
- Clearly documented and communicated to the student in writing
- Subject to the student's right to access the College's Complaints and Appeals handling process

The Chief Executive Officer (CEO) is responsible for the final determination of all serious behaviour misconduct matters, including decisions relating to suspension or cancellation of enrolment, and

Behaviour Misconduct Policy and Procedures

ensures that all actions are compliant with regulatory requirements. The CEO may delegate operational aspects of behaviour management; however, retains ultimate responsibility for all decisions and outcomes.

Where behaviour misconduct involves an international student, any decision that may affect enrolment status will be managed in accordance with the ESOS Act 2000 and the National Code 2018, including maintaining enrolment during the appeals process where required.

6. Serious Misconduct

Where a student's behaviour is considered serious, or poses an immediate risk to the safety, wellbeing, or rights of students, staff, or others, Princeton International College may take immediate interim action to manage the situation.

Serious misconduct may include behaviour that:

- Causes or threatens harm to any person
- Results in significant disruption to the learning environment
- Involves violence, intimidation, or unlawful activity
- Results in damage to property
- Poses a risk to health, safety, or compliance obligations

In such circumstances, the College may take immediate action, including:

- Restricting the student's access to College premises
- Removing the student from classes, activities, or learning environments
- Suspending participation in training or assessment activities

Behaviour Misconduct Policy and Procedures

- Contacting emergency services or relevant authorities, where required

These actions are taken to ensure the immediate safety and wellbeing of all parties and do not constitute a final decision regarding the student's enrolment.

Following any interim action:

- The matter will be formally investigated in accordance with this Policy and Procedure
- The student will be notified in writing of the nature of the allegations and the proposed action
- The student will be provided with an opportunity to respond before any final decision is made
- All decisions will be made in accordance with the principles of procedural fairness and natural justice

The Chief Executive Officer (CEO) is responsible for the review and determination of all serious misconduct matters, including any decision relating to suspension or cancellation of enrolment.

Where the student is enrolled under CRICOS, any action that may affect the student's enrolment will be managed in accordance with the ESOS Act 2000 and the National Code 2018, including:

- Providing the student with written notice of the intention to suspend or cancel enrolment, including reasons
- Ensuring the student has access to the internal complaints and appeals handling process
- Maintaining the student's enrolment during the internal and, where applicable, external appeals process
- Not reporting the student via PRISMS until the appeals process has been completed, unless required due to serious risk to safety

Behaviour Misconduct Policy and Procedures

A final decision regarding suspension or cancellation of enrolment will only be implemented after the completion of the appeals process, unless exceptional circumstances apply in accordance with regulatory requirements.

7. CRICOS and ESOS Requirements

For international students enrolled under CRICOS, Princeton International College ensures that all decisions relating to behaviour misconduct are managed in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Where a decision is made that may affect a student's enrolment, including suspension or cancellation due to behaviour misconduct, the College ensures that:

- The student is notified in writing of the intention to suspend or cancel enrolment, including clear reasons for the proposed decision
- The student is provided with the opportunity to access the College's internal Complaints and Appeals handling process before the decision is finalised
- The student is informed of their right to access an independent external appeals process if they are not satisfied with the outcome of the internal review
- The student is advised of the potential impact of the decision on their visa conditions and study obligations

Princeton International College will maintain the student's enrolment during the internal appeals process and, where applicable, during the external appeals process, in accordance with National Code requirements. Please refer to Princeton International College's Appeals Handling Policy and Procedures.

The College will not report the student via PRISMS until:

Behaviour Misconduct Policy and Procedures

- The internal appeals process has been completed, and
- The external appeals process has been completed or the student has chosen not to access it

unless there are exceptional circumstances, including where the student's behaviour poses a serious risk to the safety or wellbeing of others.

Where the final outcome supports the decision to suspend or cancel enrolment, the College will proceed with reporting via PRISMS in accordance with legislative requirements.

If the outcome of the appeals process is in favour of the student, Princeton International College will immediately implement the decision and take any necessary corrective action.

All decisions and actions relating to international students are documented and managed to ensure compliance with ESOS obligations and to protect student rights.

8. Student Rights

Princeton International College is committed to ensuring that all students are treated fairly, respectfully, and in accordance with the principles of procedural fairness and natural justice when behaviour misconduct matters are addressed.

Students have the right to:

- Be informed of the College's standards of behaviour and expectations prior to and during their enrolment
- Be treated fairly, consistently, and without bias, discrimination, or victimisation
- Be informed in writing of any allegations of behaviour misconduct and the reasons for any proposed action

Behaviour Misconduct Policy and Procedures

- Be provided with a reasonable opportunity to respond to allegations, including the submission of supporting information or evidence
- Access appropriate support services, including counselling and assistance from student support staff
- Be accompanied by a support person at any stage of the misconduct or investigation process, where appropriate
- Receive clear, written outcomes of any decisions made, including reasons for those decisions
- Access the College's Complaints Handling Policy and Procedure and Appeal Handling Policy and Procedure if they are not satisfied with a decision. The policies are available on the college website, or you can request a copy from our friendly staff at the reception.
- Access an independent external appeals process, where applicable

For international students, Princeton International College ensures that student rights are upheld in accordance with the ESOS Act 2000 and the National Code 2018, including the right to maintain enrolment during the internal and external appeals process, where required.

The exercise of these rights will not disadvantage the student or affect their access to training and support services, except where interim action is required to ensure safety and wellbeing.

9. Record Management

All behaviour misconduct matters are documented, maintained, and managed in accordance with the College's Records Management Policy and Procedure to ensure accuracy, confidentiality, and compliance with regulatory requirements.

Records relating to behaviour misconduct include, but are not limited to:

Behaviour Misconduct Policy and Procedures

- Incident reports and Behaviour Misconduct Reports
- All correspondence and communication records, including emails, letters, and meeting notes
- Investigation records, including evidence reviewed and actions taken
- Decisions and outcomes, including reasons for decisions
- Records of any disciplinary action taken, including warnings, restrictions, or enrolment actions
- Records of any associated complaints or appeals processes
- Continuous improvement actions arising from behaviour incidents

All records are:

- Stored securely within the College's approved record management systems, including the Student Management System and controlled electronic document systems
- Maintained in a manner that ensures confidentiality, integrity, and protection of personal information in accordance with the Privacy Act 1988 (Cth)
- Accessible only to authorised personnel in accordance with role-based access controls
- Retained in accordance with the College's Records Management Policy and applicable legislative and regulatory requirements

Behaviour misconduct matters are also recorded in relevant registers, where applicable, to support monitoring, reporting, and continuous improvement activities.

Records are maintained in a format that enables efficient retrieval for audit, review, and compliance purposes.

Behaviour Misconduct Policy and Procedures

10. Continuous Improvement

Princeton International College monitors and reviews behaviour incidents as part of its Continuous Improvement and Quality Assurance Framework, ensuring that behaviour management practices remain effective, consistent, and compliant with regulatory requirements.

Behaviour incidents and misconduct matters are incorporated into the College's structured improvement cycle of:

PLAN → MONITOR → ANALYSE → ACT → VERIFY → CONTROL

All behaviour incidents are:

- Recorded in relevant registers, including behaviour incident records and, where applicable, the Complaints and Appeals Register
- Reviewed and analysed to identify trends, recurring issues, and root causes
- Assessed to determine any impact on student wellbeing, safety, compliance, and the learning environment
- Used to inform corrective, preventive, or improvement actions where required

Improvement actions arising from behaviour incidents are:

- Documented in the Continuous Improvement Register
- Assigned to responsible personnel with defined timeframes
- Monitored for implementation and effectiveness
- Verified prior to closure to ensure that the issue has been resolved and is not recurring

Behaviour Misconduct Policy and Procedures

The Chief Executive Officer (CEO) maintains oversight of all continuous improvement activities and ensures that outcomes from behaviour management are appropriately reviewed, actioned, and integrated into the College's governance, risk management, and quality assurance processes.

11. References

This Policy and Procedure is developed and implemented in accordance with the following legislation, standards, and regulatory frameworks:

- Standards for Registered Training Organisations (RTOs) 2025 (Outcome Standards)
- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- ELICOS Standards 2018 (where applicable)
- Australian Consumer Law (Schedule 2 of the Competition and Consumer Act 2010 (Cth))
- Work Health and Safety (WHS) Act (State/Territory specific)
- Privacy Act 1988 (Cth)