

Purpose

This policy provides an access, equity and behaviour code for IPI staff and learners.

Related policies and procedures

IPI–Cheating and plagiarism policy and procedure

IPI–Learner performance policy and procedure

Related documents

IPI–Learner induction information

Scope

This policy statement applies to all IPI Learning trainees and staff and includes contract staff and staff working under auspicing arrangements.

Responsible parties

The General Manager and the Training Coordinator are responsible for the implementation and conduct of this policy and procedures.

Definitions

<p>Access and equity</p>	<p>Access and equity: access and equity within the terms of this policy is based on the following principles:</p> <ul style="list-style-type: none"> • providing and maintaining training services that reflect fair and reasonable opportunity, and consideration for all trainees and staff, regardless of race, colour, religion, sexuality, marital status, pregnancy, gender or physical disability. • equity for all people through the fair and appropriate allocation of resources and involvement in training. • equality of outcome without discrimination. • access to quality programs and services.
<p>Academic misconduct</p>	<p>Academic misconduct includes cheating, plagiarism and collusion as described in IPI–Cheating and plagiarism policy and procedure.</p>
<p>Behavioural misconduct</p>	<p>Behavioural misconduct is broadly defined as actions that breach IPI Learning policies and procedures (or their intent), or impair the freedom of other persons to pursue learning. Behavioural misconduct includes (but is not limited to):</p> <ul style="list-style-type: none"> • failure to comply with any reasonable or lawful request from an IPI Learning employee in order to ensure the safety of any person and the orderly conduct of learning programs and other IPI activities • any act or failure to act that endangers the safety or health of any other person, or causes others to fear for their safety or physical or psychological well being • bullying or harassment of any other learner or staff member • stealing, destroying, impairing the accessibility of, or defacing any part of IPI Learning property, its resources or the property or resources of a leased training venue or site • conduct which unduly disrupts or interferes with a class, a meeting or any other official IPI Learning activity • making a false representation or declaration regarding a matter affecting your learner status • being under the influence of prohibited drugs and/or substances including alcohol while on IPI Learning premises or while participating in an IPI Learning–related activity.
<p>Client</p>	<p>The client is the employer of a learner. Training is conducted on behalf of the client; the learner is a participant in that training.</p>
<p>Learner</p>	<p>The student, apprentice or trainee who participates in training or a training and assessment event.</p>

POLICY

IPI Learning adheres to principles of access and equity and maximises outcomes for learners.

Put simply, access and equity in training is about making sure that no person or group is disadvantaged in accessing training because of things like their age, race, religion, gender, marital status and so on.

IPI Learning will ensure that its practices are as inclusive as possible and will not unreasonably prevent anyone from accessing its services. IPI will endeavour to ensure that equity principles for all people are implemented through the fair allocation of resources and the right to equal opportunity without discrimination.

Equally important is the view that no person training with IPI Learning will act in any discriminatory manner towards any other student or staff member. IPI aims to provide a positive learning environment; no person should behave in such a way as to impair the learning process or work performance for others or in any way prejudice the good order or facility of IPI.

Instances of misconduct may provide grounds for disciplinary action.

Implementation

Where an issue of misconduct that infringes another person's right to access, equity or a positive learning experience arises, every opportunity should be taken to resolve the issue by discussion with the parties involved prior to any formal action being taken. Where there is evidence of criminal activity, the police should be called.

Formal action – learners

In response to behavioural misconduct a learner may be excluded from the relevant class or work area on that day and their behaviour reported to their employer.

At the discretion of the Director, IPI Learning a learner may be suspended indefinitely pending discussions with the employer to determine a suitable disciplinary action and/or to establish clear behaviour parameters.

In excluding a learner from a class, the staff member must be aware of any duty of care or employment issues that may be involved. The learner/trainee is to be advised that they must return to their place of employment.

Instances of cheating, plagiarism or collusion are to be dealt with according to IPI–Cheating and plagiarism policy and procedure.

All action in response to academic or behavioural misconduct is covered by IPI–Learner performance policy and procedure and must be documented and a copy retained as part of the trainee's file.

Summary action – staff

In response to misconduct by a staff member, the Director, IPI Learning may take such action as is appropriate including temporary suspension with pay. Any staff misconduct leading to summary action by the Director will be noted on the staff member's personnel file with a copy going to the staff member.

Appeals

Any person(s) upon whom a penalty has been imposed may lodge an appeal with the Director who will then initiate the appeals process.