



## DISCIPLINARY POLICY

To ensure that all participants undertake the training and assessment services offered in a fair and equitable manner, Greenacres Training Services has a Disciplinary Policy that targets;

**Unauthorised access** to Greenacres Disability Services computer system including;

- willful damage or deletions of data
- successful or unsuccessful attempts to break password files
- electronic communication
- disruptive actions via electronic access to any part of Greenacres Disability Services systems.
- access to student records, human resources, payroll, financial records, or any other access to Greenacres Disability Services' systems.
- any other misconducts

**Course/unit of competency misconduct** will be defined as acting dishonestly or unfairly with any evidence submission or work, enrolment, training activities. It includes;

- withholding or falsifying information
- presenting copied, falsified or improperly obtained data
- submitting evidence that is the result of significant assistance from another person if that assistance was unacceptable according to the instructions given regarding that evidence.
- cheating
- plagiarizing

The staff at Greenacres Training Service will ensure that all breaches to the policy will be dealt with in a fair and appropriate manner whilst, giving administrators sufficient flexibility to maintain the integrity of Greenacres Training Services' policies and procedures as a division of Greenacres Disability Services.

*If you wish to view a full copy of the policy please request one from your Trainer.*