

AVTES DISCIPLINE POLICY

Introduction

It is the policy of AVTES to work collaboratively with all stakeholders in providing training and assessment services to apprentices/trainees. Unfortunately, there are occasions where disciplinary action may be taken as a result of failure to comply with the requirements of the training process as outlined and agreed to at the commencement of training.

Instances requiring disciplinary measures by the organisation can include the following:

- A student's failure to meet program timeframes
- An employer's failure to provide and record Structured Training Withdrawal (STW)
- Failure to pay enrolment fees

Disciplinary Actions

In summary, the following actions may be taken with respect to the above instances:

- Failure of a student to meet program assessment timeframes may result in a withdrawal from a training program if regular tardiness to complete occurs. Re-enrolment and re-invoicing may result if enrolment periods are exceeded
- No allocation of Structured Training Withdrawal (STW) by the employer may result in intervention by an Apprenticeship Field Officer and means the student's training program cannot be completed as program requirements will not be met
- Qualification certificates will not be forwarded to students where program fees remain outstanding

The nature of the training process involves participants in choosing the framework and timeframe of the training and assessment. If there are difficulties in paying fees or meeting program timeframes and requirements, it is the responsibility of the apprentice/trainee and/or employer to re-negotiate alternative arrangements with the TA or organisation. As the TA is in touch with the apprentice/trainee on a monthly basis, there are regular opportunities to identify and discuss any difficulties as they arise and seek solutions and effective strategies to address them.

The following table summarizes the measures to be taken.

ISSUE	INSTANCE	MEASURES WHICH CAN APPLY
Failure to meet program timeframes	Due dates for assessments / requirements on the training plan are regularly not met	<ul style="list-style-type: none"> • Letter of concern forwarded at 3 and 6 months overdue • Program withdrawal warning letter forwarded at 7 months overdue • Withdrawal action taken at 8 months overdue
	Non-completion of training program within the enrolment period	<ul style="list-style-type: none"> • Re-enrolment required with a new round of fees • Re-enrolment not permitted if withdrawn again after a 2nd attempt
Failure to provide and record Structured Training Withdrawal (STW)	Non-allocation of time for on-the-job training and program requirements	<ul style="list-style-type: none"> • State Training Authority intervention by Apprenticeship Field Officer
	Non-recording of STW activities as related to the training program	<ul style="list-style-type: none"> • Program requirements not being met. Student cannot complete training program
Failure to pay enrolment fees	Non-payment of enrolment fees upon invoicing	<ul style="list-style-type: none"> • Certificates and results not issued until full payment is received. • Debt recovery measures instigated