

PAIGNTON SEC INFO TECH TRAINING CENTRE LTD



DISCIPLINARY PROCEDURE

STUDENTS

1. All students need to understand from the start that there are certain standards of behaviour that are not acceptable while in this college environment
2. Where behaviour in any form does not comply with the expected by the Tutor or Assessor in charge, they should be the first person to issue a warning
3. Where this occurs again a second verbal warning should be given and if this is not received in a satisfactory manner then the NVQ Manager for apprentices, or one of the Directors should be asked to also issue a warning
4. Where the behaviour occurs again a written warning will be delivered and for apprentices, a copy of this warning will be sent to the workplace supervisor
5. If the student does not modify their behaviour they will be asked to leave the centre. A written statement will be sent to the students home explaining why they have been asked to leave
6. Reinstatement will only be after full agreement between teaching staff and or assessors and the full agreement from the student that they are prepared to behave in a satisfactory manner in the future

STAFF

1. In the first instance the matter will be dealt with by one of the Directors and the verbal warning will be registered in the staff file
2. During this meeting where possible if the matter can be resolved by additional training this will be put into place with the agreement of the member of staff concerned
3. A second verbal warning will be dealt with in the same way
4. In the event a final and written warning will be issued
5. Any additional occurrence will result in dismissal