

Discipline Policy

- Upskilled attempts to provide training and assessment services in a spirit of co-operation and mutual respect.
- If a trainer or staff member is unhappy or dissatisfied with the behaviour or performance of a participant the trainer has the authority to:
 - Warn the participant that their behaviour is unsuitable, or
 - Ask a participant to leave the class, without refund or acceptance into another course, or
 - Immediately cancel the class.
- Upskilled, has a zero tolerance policy towards illegal drugs, any person found to be in possession or under the influence of illegal drugs will be asked to leave the premises.
- Anybody found to be under the influence of drugs or alcohol that will adversely affect their performance will be asked to leave the premises.
- In some cases prescription drugs will affect your performance, please discuss this with your trainer prior to course commencement.
- Cheating or plagiarism (copying of someone else's work) will not be tolerated and will result in the participant's assessment being dismissed.
- We expect that our staff will maintain a professional and ethical working relationship with all other staff, management and participants. Any breach of our disciplinary standards will be discussed with the trainer and Upskilled's NATIONAL EDUCATION AND COMPLIANCE MANAGER and the appropriate action will be taken.
- If a participant wishes to express a complaint in relation to the disciplinary action taken, they have the opportunity to follow our complaints procedure.