

## Learner Disciplinary Procedure

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### **Breaches of Discipline and of Agreement**

In the event of an individual breaching his/her personal responsibilities, it may be necessary to take disciplinary steps.

1. Minor problems will be dealt with informally by a discussion between the student and his/her Course Tutor.
2. Repeated minor breaches or more serious problems will lead to the operation of ELATT's Disciplinary Procedure. The stage at which this begins depends on the seriousness of the event.

### **Stage One**

(E.g. for unexplained absences, repeated unjustified lateness, etc.). A formal verbal warning will be given by the Course Tutor. In the case of absence this will constitute a telephone call following first day of absence. A record of this will be kept on file. Any further occurrences will lead directly to Stage Two.

### **Stage Two**

(E.g. for repeated absences, verbal abuse of staff or other students etc.). A formal written warning will be given by the Course Tutor explaining the complaint, the improvement required and the consequences for the student if the warning is ignored. In the case of absence this will constitute a letter after absence of a week. These consequences may include payment being stopped for the period of absence. A copy will be kept on file.

### **Stage Three**

A student can be suspended from training for serious breaches of conduct or misconduct. Suspension will take place immediately and may be without payments for the time of suspension. These are offences which could lead to suspension:

- a. Failure to act on a Stage Two written warning,
- b. Serious breaches of the ELATT's Policy on Equal Opportunity
- c. Antisocial, offensive or dangerous behaviour including abuse of others,
- d. Any criminal activity including physical violence and theft.
- e. Consumption of alcohol or drugs (other than those prescribed by a doctor).
- f. Accessing illegal and offensive material on the Internet.

The relevant Service Delivery Manager will consider the case for suspension in the light of witness accounts within one working week. The SDM will decide the terms under which the learner will be reinstated on the course or choose to dismiss the learner.

### **Right to Appeal**

In case of dismissal, the student can appeal within **5** working days for a hearing by the Chief Executive. Their decision will be final. At this hearing s/he can be accompanied by another student or representative.

If the learner continues to be dissatisfied s/he can appeal to ELATT's funders:  
Learning and Skills Council London East, Boardman House, Broadway, Stratford, E15.

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