

Trainee Disciplinary Policy

This policy should be read in conjunction with the document:
Definitions for Use with Trainee Policies and Guidelines



INSTITUTE of
PROFESSIONAL
LEGAL STUDIES

Every trainee is required to comply with the provisions of the Regulations. No trainee shall wilfully act in such a way as to:

- impede the activities of IPLS, or
- interfere with the study of any trainee or the work of any employee of IPLS.

Every trainee shall comply with any reasonable requirements of an employee as to behaviour.

Warning

1. Where an instructor believes a trainee has breached reasonable standards of behaviour, the instructor will inform the National Director and tell the trainee of that belief and the basis for it, and invite the trainee to provide an explanation.
2. If the explanation is satisfactory and the instructor is satisfied that any further breach is unlikely:
 - (a) the instructor will:
 - (i) inform the trainee that such conduct is unacceptable, and any repetition of the conduct will result in disciplinary action,
 - (ii) record the breach, explanation and resolution, and send the record to the National Office to be placed on the trainee's file, and
 - (iii) inform the National Director of the resolution.
3. If the explanation is unsatisfactory, or the explanation is satisfactory but the trainee repeats the conduct:
 - (a) the instructor will:
 - (i) record the breach and explanation, and where applicable the fact the breach has been repeated, and send the record to the National Office to be placed on the trainees' file, and
 - (ii) inform the National Director.
 - (b) the National Director will meet with the instructor and trainee to discuss the breach or breaches and explanation.
4. If the National Director considers that the explanation is unsatisfactory, he or she will inform the trainee, and either:
 - (a) issue a reprimand orally or in writing to the trainee, or
 - (b) withdraw the trainee from any skills assessment related to the seminar during which the breach occurred.
5. A trainee who has been withdrawn from a skills assessment and who wishes to complete in a subsequent intake a skills assessment must:
 - (a) apply in writing to the National Director within one month of being withdrawn,
 - (b) enclose a fee of \$50 plus GST, and
 - (c) complete all of the exercises/tasks related to that seminar before the date for the skills assessment.

6. The National Director who receives an application to complete in a subsequent intake a skills assessment will:
 - (a) arrange for the trainee to complete a skills assessment in a subsequent intake, and
 - (b) notify the trainee of the date for the skills assessment to be completed.

This policy was reviewed: 24 June 2010

Next review date: June 2011