

PO-19 CULTURAL UNDERSTANDING POLICY

1. Purpose

The purpose of this policy is to foster and uphold cultural understanding and respect within the Institute of Automotive Mechanical Engineers (IAME). This commitment supports inclusive, safe, and equitable environments across all programs and operations, aligning with:

- The Standards for RTOs (SRTO) 2015, particularly Clauses 1.7 and 5
- **PO-14 First Nations Policy**, as endorsed under SRTO 2025 guidance
- Broader national objectives under the Closing the Gap initiatives

2. Scope

This policy applies to:

- Automotive apprentices
- Trainers and assessors
- Administrative and support staff
- Third-party providers engaged by IAME (ABN: 57000033992, RTO 90409)

3. Definitions

- Cultural Understanding: Demonstrating respect for, and knowledge of, different cultural perspectives and experiences in personal and professional settings.
- Cultural Competence: The capacity to interact effectively and respectfully with people of diverse cultures, including awareness, attitude, knowledge, and skills.
- Diversity: Recognition of individual differences across race, culture, gender, age, disability, and socio-economic backgrounds.
- Equity: Ensuring fair access, opportunity, and advancement for all.

4. Policy Statement

IAME is committed to creating culturally aware and inclusive learning and working environments. Cultural understanding is considered a fundamental attribute for professional success in the automotive sector. All members of the IAME community are expected to demonstrate respect, cultural sensitivity, and inclusive behaviour in daily interactions.

Where specific knowledge gaps are identified, cultural competence training may be recommended or required in line with individual development needs or compliance requirements.

5. Guidance and Information

Staff and apprentices will be supported to understand and apply the following core principles in their roles:

- Respect for First Nations peoples, cultures, and protocols
- Awareness of cultural bias and strategies for inclusive communication
- Recognition of diversity in workshop and service environments
- Commitment to culturally safe practices in line with **PO-14 First Nations Policy**

6. Optional and Targeted Training

Training is not mandatory unless identified as necessary through:

- Induction assessment outcomes
- Staff or apprentice performance reviews
- Identified compliance or safety concerns
- Recommendations from First Nations representatives or feedback processes

Training, when required, may include:

- Acknowledgement of Country and welcome protocols
- Communication strategies with First Nations clients and communities
- Bias recognition and culturally safe workshop practices
- Practical tools for inclusion and reconciliation

Document Name	PO-19 Cultural Understanding Policy	Date Created	12/06/2025
Version	V1.0	Date Last Modified	12/06/2025
©Institute of Automotive Mechanical Engineers RTO No. 90409		Page Number	1 of 2

PO-19 CULTURAL UNDERSTANDING POLICY

7. Responsibilities

- Human Resources will provide access to relevant cultural resources and training options.
- Supervisors and Trainers will model culturally respectful behaviour and guide apprentices accordingly.
- All Staff and Apprentices are expected to participate in reflective cultural practices and seek support where needed.

8. Non-Compliance and Cultural Concerns

Where cultural misunderstanding or inappropriate behaviour is observed, it will be addressed through constructive feedback, coaching, or professional development. Disciplinary action may apply in cases of repeated or serious breaches.

9. Monitoring and Evaluation

This policy will be monitored and evaluated using:

- Feedback from apprentices, particularly First Nations learners
- Reviews against SRTO compliance requirements
- Regular reflection on feedback from internal and community stakeholders
- Updates to the **PO-14 First Nations Policy** or relevant legislation

10. Cultural Understanding Self-Reflection Tool

All apprentices are encouraged (but not required) to complete a **FO-41 Cultural Understanding Reflection Tool** as part of their development. This may include:

- Awareness of cultural protocols and respectful behaviours
- Reflections on personal cultural assumptions
- Strategies for inclusive communication and teamwork
- Familiarity with the **PO-14 First Nations Policy**

11. Policy Alignment

Policy has been aligned with:

- SRTO 2015 (Clauses 1.7, 5.1–5.4)
- **PO-14 First Nations Policy**
- National First Nations education guidance
- Cultural safety feedback from staff and learners

12. Monitoring and Review

The policy will be reviewed annually to ensure alignment with regulatory requirements and industry standards.

Document Control Information and History				
Version	Date	Created / Modified	Created by	Approved by
V1.0	12/06/2025	Created	Peter Blanshard Chief Executive Officer – IAME / RTO	Jeffrey Richards Chairperson: IAME Board of Directors

Document Name	PO-19 Cultural Understanding Policy	Date Created	12/06/2025
Version	V1.0	Date Last Modified	12/06/2025
©Institute of Automotive Mechanical Engineers RTO No. 90409			Page Number
			2 of 2