

PO-38 STUDENT CODE OF CONDUCT

1. Purpose

This policy outlines the expected standards of behaviour, responsibilities, and legal obligations of all students engaged in nationally recognised training with the Institute of Automotive Mechanical Engineers (IAME), RTO 90409. It ensures alignment with the *Standards for RTOs 2025*, relevant mental health and child protection legislation, and applicable state and federal laws to foster a safe, respectful, and productive learning environment for all students and staff.

2. Scope

This policy applies to all students enrolled in the IAME RTO courses, including:

- Minors (under 18 years of age)
- Mature-age students
- Students in face-to-face, online, and on-site delivery modes
- Students engaged in pre-apprenticeship courses, apprenticeships or traineeships

It also covers conduct within IAME training facilities, at partner training sites, or during any RTO-related activity.

3. Legislative & Regulatory Framework

This policy complies with and is guided by the following standards and laws:

- Standards for RTOs 2025 – Clauses 1.1, 1.2, 1.4, 5.1, 5.2, 6.1, 6.2
- Work Health and Safety Act 2011 (Cth) and relevant State WHS Acts
- Fair Work Act 2009 (Cth)
- Child Protection (Working with Children) Act 2012 (NSW)
- Privacy Act 1988 (Cth)
- Education and Training Reform Act 2006 (VIC) (and equivalents)
- Disability Discrimination Act 1992 (Cth)
- Work Cover NSW and related State workers' compensation regulations
- Mental Health Acts relevant to the state of delivery
- Equal Opportunity Act 2010 (VIC) and federal anti-discrimination laws

4. Code of Conduct – Student Responsibilities

4.1 General Behaviour

All students must:

- Treat trainers, assessors, staff, and fellow students with respect, courtesy, and professionalism.
- Refrain from behaviour that could be considered bullying, harassment, intimidation, or discriminatory in any form.
- Respect the diverse backgrounds and views of others in the training environment.

4.2 Mental Health and Wellbeing

- Students are expected to support a mentally safe environment for themselves and others.
- IAME provides access to mental health guidance through referrals to external services and internal reporting processes.
- Students must communicate if they are struggling and are encouraged to seek support through the appropriate channels.
- Students must not act in a way that causes undue stress or harm to trainers or peers.

4.3 Protection of Trainers

- Trainers are entitled to a safe and harassment-free workplace.
- Students must not:
 - Make vicarious claims or unfounded allegations
 - Engage in aggressive, disrespectful, or threatening behaviour toward staff
- Students must recognise the authority of the trainer and comply with reasonable instructions for learning and safety.

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4.4 WHS Compliance

- Students must comply with all Work Health and Safety (WHS) policies and instructions issued during training.
- This includes wearing PPE, adhering to workshop rules, and following safe work procedures.
- Incidents or near misses must be reported immediately to IAME RTO staff.
- Misuse or neglect of safety equipment or endangerment of others is a serious breach and may lead to disciplinary action.

4.5 Academic Integrity

- Cheating, plagiarism, or any form of dishonest conduct in assessments, exams, or practical tasks is prohibited.
- Students found to have breached assessment integrity will be subject to review, potential reassessment, and disciplinary procedures.

4.6 Intellectual Property & Confidentiality

- The IAME's bespoke training materials, documents, intellectual property, tools, and assessment instruments are the sole property of IAME RTO.
- Students must not:
 - Copy, reproduce, or distribute training content without authorisation.
 - Share login credentials or assessment questions externally.
- Breaches may result in legal action and cancellation of enrolment.

4.7 Use of Equipment and Property

- Students must treat IAME training equipment, workshop machinery, and facilities with care.
- Any damage must be reported immediately.
- Deliberate misuse, theft, or vandalism will result in disciplinary action and potential liability.

4.8 Attendance and Punctuality

- Students are expected to attend all scheduled training sessions punctually.
- If a student is unable to attend due to illness or valid reasons, they must notify the IAME administration before the scheduled session.
- Excessive absences or lateness without valid cause may result in withdrawal or cancellation.

5. Student Conduct for Under 18 Students

Additional protections and obligations apply:

- The IAMERTO is committed to child safety in accordance with all applicable Child Protection Acts.
- All trainers interacting with under-18 students must hold valid Working With Children Checks (WWCC).
- Any form of abuse, neglect, grooming, or boundary violations will be reported to authorities in line with mandatory reporting obligations.
- Parents/guardians will be contacted if concerns arise regarding the wellbeing or safety of minors.

6. Breaches of Conduct

Breaches of this Code may result in:

- Verbal or written warnings
- Suspension from training sessions
- Formal investigations under the **PO-38 Student Disciplinary Policy**
- Referral to external authorities (Work Cover, Police, etc.)
- Cancellation of enrolment

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7. Reporting and Support Mechanisms

- Students may report issues via the Student Support Officer or through the **PO-11 Complaints and Appeals Policy**.
- Confidentiality is maintained, and no student will be penalised for raising genuine concerns.
- Support is available for both students and trainers through internal referrals or external welfare services.

8. Trainer Support and Safety

- Trainers are supported through IAME's Workplace Conduct Policy, Work Cover insurance, and access to mental health first aid and counselling.
- Trainers have the right to cease a session if safety is compromised or if subjected to threatening behaviour.
- Any student behaviour that contributes to a psychologically unsafe workplace may be escalated immediately.

9. Review and Evaluation

This policy is reviewed annually or sooner if legislative or regulatory changes occur. Trainers, staff, and student feedback will inform each update.

Related Policies and Documents

- PO-25 Trainer and Assessor Credential and Validation Policy**
- PO-24 WHS Policy**
- PO-11 Complaints and Appeals Policy**
- PO-41 Child Protection and Safety Policy**
- PO-16 Student Wellbeing Policy**
- PO-17 Mental Health Policy**
- PO-39 Student Disciplinary Policy**
- SRTOs 2025 – Compliance Guide

10. 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	01/07/2025	Created	Peter Blanshard Chief Executive Officer – IAME / RTO	Jeffrey Richards Chairperson: IAME Board of Directors

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