

Address: PO Box 70, Blaxcell NSW 2142**Website:** www.iame.com.au/training-education | **Email:** training@iame.com.au | **Phone:** (02) 9782 1100

PO-39 STUDENT DISCIPLINARY POLICY

1. Purpose

The purpose of this policy is to outline the disciplinary process for managing student misconduct in a fair, transparent, and legally compliant manner. It ensures that all students are held accountable to the **PO-38 Student Code of Conduct** while safeguarding the wellbeing of students, staff, and trainers. The policy is consistent with the Standards for RTOs 2025 and all applicable child protection, WHS, and anti-discrimination laws.

2. Scope

This policy applies to all students enrolled in training with the IAME RTO 90409, including:

- Underage students (under 18 years of age)
- Adult and mature-age students
- Apprentices, trainees, and school-based students
- Face-to-face, workplace-based, and blended delivery modes

It also applies to conduct occurring:

- On IAME's RTO training premises or partner sites
- During practical training or assessment
- At any IAME RTO-endorsed external events or excursions
- Online or through digital communications with IAME RTO staff or students

3. Legislative and Standards Alignment

This policy complies with:

- Standards for RTOs 2025 (Clauses 1.1–1.5, 5.1–5.3, 6.1–6.3)
- Work Health and Safety Act 2011 (Cth)
- Child Protection (Working with Children) Act 2012 (NSW) and equivalents in other states
- National Principles for Child Safe Organisations
- Fair Work Act 2009 (Cth)
- Education and Training Reform Act 2006 (VIC)
- Disability Discrimination Act 1992 (Cth)
- Privacy Act 1988 (Cth)

4. Principles

- Natural Justice: Students have the right to be informed of allegations and given a fair opportunity to respond.
- Confidentiality: Matters are handled sensitively, ensuring privacy for all parties involved.
- Child Safety: Any misconduct involving a student under 18 will be escalated in line with mandatory reporting laws.
- Trainer Protection: Any actions posing risk to trainers' safety, wellbeing, or reputational harm will be addressed swiftly.

5. Misconduct Categories

Misconduct is behaviour that breaches the Student Code of Conduct or relevant legislation. It is classified into:

5.1 Minor Misconduct

Includes but is not limited to:

- Unexplained lateness
- Disruption during training
- Not following instructions
- Careless handling of equipment

5.2 Major Misconduct

Includes:

- Bullying, verbal abuse, threats, or harassment
- Cheating or plagiarism in assessments
- Unsafe behaviour breaching WHS protocols

Document Name	PO-39 Student Disciplinary Policy	Date Created	01/07/2025
Version	V1.0	Date Last Modified	01/07/2025
©Institute of Automotive Mechanical Engineers RTO No. 90409		Page Number	1 of 3

Address: PO Box 70, Blaxcell NSW 2142**Website:** www.iame.com.au/training-education | **Email:** training@iame.com.au | **Phone:** (02) 9782 1100

PO-39 STUDENT DISCIPLINARY POLICY

- Vandalism or theft of IAME property
- Non-compliance with child protection rules
- Sharing or misuse of the IAME's RTO's confidential training materials
- Making false or malicious claims against trainers or peers

6. Disciplinary Procedure

6.1 Step 1: Initial Identification

- Trainer or staff identifies and documents the misconduct.
- Incident is recorded using the **FO-46 Student Incident Report Form**

6.2 Step 2: Informal Resolution *(where appropriate)*

- For minor breaches, trainers may issue a verbal warning and record the outcome.
- Students under 18: Parent/guardian must be notified.
- A behaviour review meeting may be conducted.

6.3 Step 3: Formal Investigation *(for repeated or serious misconduct)*

- Managed by the Compliance Manager or appointed delegate.
- Student receives written notice of the allegation.
- A formal meeting is arranged (student may bring a support person).
- Underage students: parent/guardian must attend or be consulted.
- Outcome is determined following review of all evidence.

6.4 Step 4: Disciplinary Actions

Possible actions include (depending on severity and recurrence):

Misconduct Level	Possible Actions
Minor	<ul style="list-style-type: none">- Verbal or written warning- Behavioural agreement- Extra supervision
Major (First Offence)	<ul style="list-style-type: none">- Suspension from class- Formal apology- Probation
Major (Repeated/Severe)	<ul style="list-style-type: none">- Suspension or cancellation of enrolment- Referral to authorities (e.g., police, WorkCover, child protection)

Note: Expulsion or enrolment cancellation is a last resort and must follow a documented review and appeal process.

7. Appeals and Complaints

Students may appeal any disciplinary outcome through the **PO-11 Complaints and Appeals Policy** - within 10 working days of the decision.

- Appeals are reviewed by a panel independent of the original investigation.
- Enrolment is maintained during the appeal process unless safety risks are present.

8. Reporting Misconduct Involving Minors

- Allegations or evidence of abuse, grooming, or exploitation must be reported to child protection authorities.
- IAME maintains a zero-tolerance approach to any risk posed to children.
- All staff are mandatory reporters in line with state-based legislation.

Document Name	PO-39 Student Disciplinary Policy	Date Created	01/07/2025
Version	V1.0	Date Last Modified	01/07/2025
©Institute of Automotive Mechanical Engineers RTO No. 90409		Page Number	2 of 3

Address: PO Box 70, Blaxcell NSW 2142**Website:** www.iame.com.au/training-education | **Email:** training@iame.com.au | **Phone:** (02) 9782 1100

PO-39 STUDENT DISCIPLINARY POLICY

9. Responsibilities

Role	Responsibility
Trainers & Assessors	Identify and report misconduct; follow escalation process
Compliance Manager	Oversee investigations and ensure due process is followed
CEO / RTO Manager	Approve severe disciplinary actions such as expulsion
Student Support Officer	Provide wellbeing support and referral during or after a disciplinary process

10. Recordkeeping and Privacy

All disciplinary actions and decisions are recorded in the student management system and securely stored. Access is restricted to authorised personnel only.

11. Continuous Improvement

All incidents and outcomes are reviewed annually as part of IAME's RTO quality assurance processes to improve training delivery, safety, and student support mechanisms.

12. Related Policies and Documents

- PO-38 Student Code of Conduct
- PO-11 Complaints and Appeals Policy
- PO-24 WHS Policy
- PO-41 Child Protection and Safety Policy
- PO-10 Privacy Policy
- PO-44 Confidentiality Policy
- PO-17 Mental Health Policy
- PO-16 Student Wellbeing Policy
- SRTOs 2025 Guidelines

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

Document Name	PO-39 Student Disciplinary Policy	Date Created	01/07/2025
Version	V1.0	Date Last Modified	01/07/2025
©Institute of Automotive Mechanical Engineers RTO No. 90409		Page Number	3 of 3