



HEAD OFFICE

McMillan Industrial Estate

Unit 4, 26 Ferndell Street, South Granville NSW 2142

P: (02) 9782 1100 | W: www.iame.com.au | E: inbox@iame.com.au

IAME STUDENT CODE OF CONDUCT - 2018

This outlines the expected standard of behaviour for IAME Students / Class Participants. In general it is expected that as a Student / Class Participant you will:

- Be responsible for your own completion of study.
- Treat staff and fellow Student / Class Participants courteously and with dignity and respect at all times.
- Maintain an acceptable standard of grooming, including appropriate standards of hygiene and clothing.
- Take reasonable care of IAME property, equipment, and facilities.
- The conduct expected of an IAME Student / Class Participant is outlined in further detail below.
- If you are unsure about what is the right thing to do in any circumstance, you are encouraged to ask advice from IAME staff. They are here to help and assist where possible

Dress standards

Student / Class Participants are expected to dress in a manner that is neat, clean and safe at all times, and utilise Personal Protective Equipment (PPE) as would be expected in the workplace or when specifically instructed by the Trainer/Assessor.

Alcohol and drugs on IAME premises

Student / Class Participants are not allowed on IAME premises or to use its facilities whilst adversely affected by alcohol or other drugs. The possession, use or sale of illicit substances on IAME premises is considered unlawful and is prohibited.

Smoking on IAME premises

Smoking is prohibited throughout IAME premises and facilities, including all outdoor areas and taking in the areas immediately outside entrances to IAME buildings. Designated smoking areas are sign-posted.



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Eating and drinking on IAME premises

It is requested that eating and drinking should be refrained from during class times, unless the express prior consent of the teacher/ instructor conducting the learning session is obtained.

Work, Health and Safety

The IAME is committed to promoting a safe and healthy work and study environment and recognises its obligation under the Work Health and Safety Act 2011 (WHS Act) to, so far as practicable, provide and maintain a working environment where its employees and Student / Class Participants are not exposed to hazards. The WHS Act also requires individuals to take responsibility for contributing to their own safety in all circumstances.

Conduct dangerous to others

Conduct, which constitutes a danger to anyone's health, safety or personal well-being, will not be tolerated. It includes physical abuse, threatening behaviour, harassment, discrimination, possession of dangerous weapons, or the creation of a condition that endangers or threatens the health, safety or well-being of self or others.

Unacceptable behaviour

Conduct which disrupts staff and hinders them from delivering education and training programs and services or other services in an orderly manner will not be tolerated. This applies not only in classrooms, but in all parts of the IAME and during field trips or on work placements. Any individual or group behaviour, which is abusive, indecent, violent, excessively noisy, disorderly, dangerous and offensive or which unreasonably disturbs other groups or individuals is prohibited.

Misuse of IAME property

Any act of misuse, vandalism, theft, malicious or unwarranted damage or destruction, defacing (including graffiti), disfiguring, or unsafe or unauthorised use of property belonging to the IAME is a violation of the Student / Class Participant Code of Conduct.



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Academic misconduct

Academic misconduct includes:

- Regular lateness in attending classes and lateness in submitting assignments and assessable work.
- Failure to attend classes or other contact sessions and failure to submit assessable work according to deadlines.
- Using mobile phones or other electronic devices in classrooms. Mobile phones must be turned off before entering classrooms. If you have an emergent need for use of your mobile phone, please seek prior approval from your teacher / instructor prior to the learning session commencing.

Cheating

Cheating means gaining an unfair advantage in an assessment by deception or a breach of the rules governing the assessment.

Plagiarism

The term plagiarism refers to taking and using another person's ideas, writing or inventions as your own and failing to acknowledge the source and is not acceptable.

Copyright

You may only copy IAME's materials in accordance with the Copyright Act 1968 and you must comply with licences for the use of intellectual property, including software.

Confidentiality

As an enrolled Student / Class Participant with the IAME, you may be required to attend practical work experience placements as part of your studies. In the course of these placements, you may become familiar with information that is confidential to that workplace. You must not divulge any information that you may become aware of as a result of a placement.



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Sanctions

Behaviour contrary to the Student / Class Participant code of conduct will not be tolerated. There are a number of sanctions (penalties) that can be imposed on people who breach the IAME's the Student / Class Participant code of conduct including ; suspension, expulsion or other exclusions, and withholding of results.

You should appreciate that serious offences such as assault, theft, wilful damage and unlawful activities are highly likely to attract a suspension or even expulsion.

For a serious offence, suspension may be applied immediately, obviously impacting on your ability to continue or complete your studies.

For minor breaches of the code of conduct you will receive a warning asking you to rectify your behaviour. This may be a verbal reminder of the expected behaviour or an official written warning. Sanctions may be applied, including suspension, for consistent minor breaches of the code of conduct.

You should be aware that external authorities, such as the police, may be involved, in addition to any action taken under the by-laws, where a Student / Class Participant's conduct breaks the law.

Further assistance

If you have concerns about any aspect of our service, or suggestions about improving services, we want to know about them. You can bring your concerns or your suggestions to the attention of relevant staff by completing a complaint or suggestion form supplied by any IAME staff member.

If you have any doubts about the matters covered in the Code of Conduct, you should ask your teach / instructor or another staff member for assistance. IAME staff are also available to protect both property and people. They are available to you for assistance in any matter of access or security. IAME staff will contact Police and other emergency services if necessary.