IET Education Group Pty Ltd T/A Immaculate Education and Training

RTO No. 46361 | ABN 73 677 538 402

Code of Conduct and Academic Integrity: Student Policy

Student Policy

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Version	4.0
Approved by	Chief Executive Officer
Applies to	All enrolled students
Related documents	Internal policy IET-POL-19 Student Code of Conduct and Academic Integrity; Student Handbook Sections 5.8, 8.3 and 8.4

1. Purpose

IET wants every student to learn in a safe, respectful and honest environment. This Code explains how we expect you to behave, what academic integrity means, what happens if there is a concern about your conduct or your work, and your rights during that process. By enrolling with IET, you agree to follow this Code.

2. Where This Code Applies

This Code applies to you whenever you are involved in IET activities, including:

- at the Docklands campus, including the classroom and simulation laboratory
- in online classes, on Moodle and in any other online learning space
- on work placement, including any time you are at a host organisation
- during excursions, assessments or events organised by IET
- in emails, phone calls, messages, group chats and social media connected with IET, your course, other students, staff, placement hosts or their residents and clients

3. Your Rights

As an IET student, you have the right to:

- be treated with courtesy, dignity and respect
- learn in a safe environment free from bullying, harassment, discrimination and violence
- have your personal information kept private
- receive fair and accurate assessment of your work
- be told clearly what is expected of you
- be heard before any decision is made about your conduct, and bring a support person
- appeal decisions that affect you

4. Your Responsibilities

We expect you to:

- treat everyone with courtesy, dignity and respect, including staff, trainers, other students, placement staff, residents and clients
- arrive on time, attend all scheduled sessions and take an active part in learning
- follow safety instructions at all times, especially in the simulation laboratory, during manual handling and during practical activities
- use equipment only as you have been shown, and report any damage, hazard or injury straight away
- look after IET’s equipment, resources and facilities
- keep residents’, clients’ and other students’ personal information private
- give IET accurate and honest information and documents
- submit only your own work
- follow your placement host’s policies, procedures and dress requirements

- keep your contact details up to date with IET
- tell us early if something is affecting your study

5. Behaviour That Is Not Acceptable

The following behaviour is not acceptable and will be dealt with under this Code:

- bullying, harassment (including sexual harassment), intimidation, threats or violence
- discrimination against anyone on any ground, including race, religion, sex, gender identity, sexual orientation, age or disability
- victimising anyone for making a complaint or reporting a concern
- theft, fraud, or damage to property belonging to IET, other students, staff or a placement host
- cheating or any other academic misconduct (see section 7)
- being affected by alcohol or drugs at the campus, in class, in an online session or on placement
- bringing weapons or dangerous items to the campus or placement (training props used under the trainer's supervision are not included)
- smoking or vaping on the campus
- using your phone or other devices in a way that disrupts class
- taking photos, video or recordings of residents, clients, staff or other students without their consent, or posting them online
- sharing confidential information about residents, clients or other students
- giving false information or forged documents, including false identity documents, certificates, logbook entries or signatures
- unsafe behaviour that puts yourself or others at risk
- offensive, abusive or threatening messages or posts on social media or in group chats

6. Online Classes and Social Media

When you join online classes or use Moodle, the same standards apply as in the classroom. Please use your real name, take part respectfully and do not record sessions or share class materials without permission.

Do not post anything online that identifies residents, clients, placement hosts or other students, or that could harm IET's reputation or another person. Inappropriate posts may be treated as misconduct, even if they are made outside class time.

7. Academic Integrity

Academic integrity means being honest in all your learning and assessment. All the work you submit must be your own, and it must show your own skills and knowledge.

The following are academic misconduct:

- Plagiarism: copying words, ideas or work from the internet, books or other people without saying where they came from.
- Collusion: working with others on a task that is meant to be done on your own, or letting someone copy your work.
- Cheating: using notes, devices or help you are not allowed to use in an assessment.

- Fabrication: making up evidence, logbook entries, placement hours, observations, references or signatures.
- Impersonation or contract cheating: having someone else complete your work, sit your assessment or attend class for you, or paying or asking someone to do so.
- Unauthorised use of AI: submitting answers written by AI tools (such as ChatGPT) as your own, unless the task instructions say AI use is allowed. If AI use is allowed, you must say how you used it.

To help you work with integrity:

- read the assessment instructions carefully and ask your trainer if you are unsure what is allowed
- write answers in your own words
- say where information came from when you use other sources
- keep your drafts and notes, as they show your work is your own
- never share your completed assessments with other students

You will sign a declaration each time you submit work, confirming it is your own. Your assessor may ask you questions about your work, or ask you to demonstrate a skill again, to confirm that the work is yours and that you understand it. If your assessor suspects misconduct, they will not mark the work as competent until the matter is resolved.

8. What Happens if There Is a Concern

If there is a concern about your conduct or your work, we follow a fair process:

1. The concern is written down, with any evidence.
2. Within 5 business days, we tell you in writing what the concern is and show you the evidence. Academic concerns are raised by the Training Coordinator, and conduct concerns by the CEO.
3. You have 5 business days to respond, in writing or at a meeting. You can bring a support person.
4. The CEO reviews the evidence and your response.
5. The CEO makes a decision and gives it to you in writing, with reasons and your appeal rights, within 5 business days of your response.
6. The outcome is recorded on your student file within 2 business days of the decision.

If the behaviour is serious and puts anyone’s safety at risk, IET may take immediate action to keep people safe while the matter is looked into. This may include asking you to leave the campus or placement for a period. You will still have the chance to respond before a final decision is made.

If behaviour may be a criminal offence, IET may report it to the police. If a concern arises on placement, the host may also take action under its own policies, and IET will work with the host.

9. Possible Outcomes

Outcomes depend on how serious the matter is, whether it has happened before and any circumstances you tell us about. They may include:

- no further action, if the concern is not supported
- guidance and a reminder of expectations
- resubmitting the work, or being reassessed under supervision
- the assessment task being marked Not Satisfactory
- a formal written warning

- being removed from a placement
- suspension of your enrolment
- for serious or repeated misconduct, cancellation of your enrolment

If cancellation is proposed, you will receive a Notice of Intention to Cancel Enrolment. You will have 20 business days to appeal, and your enrolment will not be cancelled while your appeal is being decided, unless there is a serious risk to safety.

10. Records and Privacy

Concerns, responses and outcomes are recorded on your student file and in IET's misconduct register. This information is kept confidential and shared only with people who need it to deal with the matter.

11. Your Right to Appeal

You can appeal any decision made under this Code within 20 business days of receiving it, using the Appeal Form. The appeal will be reviewed by someone who was not involved in the original decision, or, for a decision made by the CEO, by an independent person from outside IET. See the Complaints and Appeals: Student Policy.

12. Support

Being involved in a conduct or integrity matter can be stressful. You can talk to the Training Coordinator or the CEO about support at any time. Support services are listed in the Student Support, LLND and Reasonable Adjustment: Student Policy.

13. Contact

Administration Officer: 0400 173 510, info@iet.edu.au, or in person at Suite 1312A/401 Docklands Drive, Docklands VIC 3008.

This document is reviewed at least annually, and earlier where there is a change to legislation, the Standards, a training package, IET's scope of registration or IET's operations, or where a review, complaint, audit or validation outcome identifies the need for change. Changes are recorded in the Continuous Improvement Register.