

ATMC Professional Year – Warning Issuance Policy

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1. Purpose and Scope

All PY Participants are required to meet all ATMC PY Program requirements set by the Professional Associations, Governing Bodies and Department of Home Affairs (DHA). This includes:

- Maintaining 100% satisfactory attendance
- Achieving satisfactory assessments results to be deemed “Competent” for each study module
- Being aware and following the Student Code of Conduct
- Complying with ATMC PY Policies and Procedures
- Complying with ACS and APYP frameworks

The purpose of this policy is to provide a fair and clear procedure for addressing, investigating, and resolving alleged cases of participants breaching the Student Code of Conduct, ATMC PY Policies and PY Program requirements.

This policy and procedure apply to all participants enrolled in the ATMC Professional Year program.

2. Policy

ATMC adheres to a three-warning system, whereby upon the issuance of a third warning, the participant will be deemed to have failed to meet the program requirements and consequently at risk of being removed from the Professional Year Program.

2.1 Provision of information

2.1.1. Participants are provided with information on the Warning Issuance Policy during the participant induction process, in the Student Handbook and in Moodle (LMS).

2.2 Notification of Absence

A Notification of Absence email will be sent by ATMC PY Student Support Team to all PY participants who have either been:

- absent for an entire daily class delivery (8 hours); or
- accumulating lateness/missed hours of daily classes

The notification email will include:

- the participant's responsibilities towards the PY Program requirements
- the consequences and disciplinary actions for the participants who have breached the PY program requirements
- the request of submitting documentary evidence to support compassionate or compelling reason for not meeting the PY program attendance requirements. Any absence should be supported by documentary evidence within two (2) weeks of the event or before return to class/placement, whichever is sooner.

2.3 First Warning Letter

First warning letter will be sent to the participants who have been deemed to have breached the student code of conduct and/or ATMC PY Policy and PY Program requirements. A Letter will be sent via email and is to be read and acknowledged by return email. Student is required to raise a ticket via the ticketing system and provide an explanation and reason for breaching the requirements and provide ATMC PY with documentary evidence. The first warning issuance will be recorded on the student file in RTOM and the internal ATMC PY Register.

2.4 Second Warning Letter

A second warning letter will be sent to the participants if found to have breached the student code of conduct or not meeting the program requirements again. The second warning issuance will be recorded on the student file in RTOM and the internal ATMC PY Register.

An intervention meeting between the Academic Manager and the participant will be arranged. This meeting must be attended by a minimum of two staff members: Student Support Team Leader, PY Trainer, IPC or other appropriate ATMC staff member. At this meeting a discussion is held regarding



the reason for the warning, attendance and academic progress difficulties faced by the participant. An Intervention Plan will be discussed, agreed by all parties and documented (RTOM and SP). The implications of receiving a third warning will also be discussed.

2.5 Third Warning Letter (Intention to Cancel Enrolment)

A Third Warning letter which is the Intention to Cancel the Enrolment will be issued to the participant if found to have breached the student code of conduct or not meeting the program requirements again. The third warning issuance will be recorded on the student file in RTOM and the internal ATMC PY Register.

The reason for the third warning is outlined in the letter informing the participant of their rights to appeal within 20 working days from the receipt of the intention to cancel notification, including the process instructions. Participants are required to appeal the decision to cancel the enrolment via the PY Ticketing System.

3 Appeals

Appeals are processed, managed and documented according to the ATMC PY Complaints and Appeals Policy and Procedure.

4 Responsibility

The **ATMC Head of Professional Year** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.

The **Operations and Compliance Manager** and the **Academic Manager** are responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.

ATMC PY employees, PY Trainers and PY participants are responsible for being aware of and complying with this Policy.

5 Reviews

This Policy is reviewed every twelve (12) months by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to ATMC PY's current and planned operations.

The next scheduled review of this document is listed in the Document Management section on page 4.

6 Related documents

- Students Handbook
- ATMC PY Complaints and Appeals Policy



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- ATMC PY Attendance and Leave Policy
- ATMC PY Academic Misconduct Policy
- ATMC PY Internship Framework
- ATMC PY Warning Issuance Guidelines

7 Document Managements

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