

02.30 - Student Safety and Welfare Policy

Purpose

The purpose of this policy & procedure ensures that AGA remains committed to student's safety and wellbeing before, during and after training and adheres to the requirements of the AQTF Essential Conditions and Standards for Continuing Registration – Standard 2 Element 2.1 and 2018-19 Standard VET Funding Contract Skills First Program, Schedule 1 - Part A, Clause 5.1(b), (c) and (e) - Planning for training and assessment.

AGA is committed to providing a safe, secure and supportive learning environment for all students undertaking training programs.

Policy

The keys features of this Policy are:-

- AGA will conduct a Pre-Training Review, as part of enrolment, or prior to the commencement of training, for each Eligible Individual, to consider the individual's existing educational attainment and capabilities; consideration of literacy and numeracy skills; ascertain that the proposed learning strategies and materials are appropriate for that individual.
- AGA will identify the services required by its clients and ensures that clients have access to these services. The health, welfare & support of all students is of major concern and to that end, AGA is committed to the provision of a safe learning environment without risks. AGA will carry out risk assessments on all the training facilities each quarter to ensure the training environment is free from risks and hazards.
- AGA acknowledges that student's safety and wellbeing is the responsibility of all staff working within the organisation. All staff delivering and assessing in training programs are subject to the HR practices and compliance requirements, that include ensuring all trainers and assessors hold the appropriate qualification and industry experience as well as a working with children check (WCC) and /or VIT registration & a police check.
- AGA will provide services to clients which will vary according to the client group and the size and scope of the AGA's operations. Services may include the following but not limited to: Study support and study skills programs; Language, Literacy and Numeracy (LLN) programs or referrals to these programs; Equipment, resources and/or programs to increase access for learners with disabilities; Mediation services or referrals to these services; Counselling services or referrals to these services; Information technology (IT) support; Learning and assessment programs customised to the workplace.

Procedure

Prior to the commencement of training, students attend the Pre Training Review which clearly identifies student's support and welfare services. Once enrolled each Trainer and Assessor explains the safety arrangements for the room in which training and assessment will be conducted. They will detail the procedures to follow in the event of an emergency evacuation. Students are also given information on services related to their wellbeing and how to access them via the student handbook.

In the first instance welfare matters will be handled by your trainer/assessor. Any issues that require assistance from external providers will be dealt with by our Human Resource Department. Our trainers/assessors will make allowance for any reasonable adjustment should this be required. Please inform your trainers should you require assistance with any of the following:

- Study Support
- LLN support and Referrals
- Additional time to complete work
- After Hours contact & support
- Access to Equipment
- Employment Pathways

Students shall receive training, assessment and support services that meet their individual needs. If the students' needs exceed our capacity we will refer them onto an appropriate external agency. AGA student handbook outlines the organisation's safety and wellbeing services.

Responsible Persons

- General Manager - Training, Development and Risk
- Training Support Manager
- Senior Student Admin Officer

Reference Documents

- Student Support Services Information and Privacy Consent form – External agency
<https://www.education.vic.gov.au/Documents/school/students/SSSInformationandPrivacyConsentForm.pdf>

Policy Approved by: General Manager - Training, Development and Risk

Distributed to: All staff via the Intranet (<https://intranet.intowork.com.au/intranet>)