

VET Non-School Senior Secondary Provider - Student Welfare Procedure

Section 1 - Summary

(1) The purpose of this Procedure is to outline the responsibilities of Polytechnic staff in the management of the welfare and wellbeing of students in Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) programs.

Section 2 - HESF/ASQA/ESOS Alignment

(2) [Standards for Registered Training Organisations \(RTOs\) 2015 \(Cth\)](#)

Section 3 - Scope

(3) This Procedure applies to all staff and students in VCE and VCAL programs at the Polytechnic.

Section 4 - Definitions

(4) Nil

Section 5 - Policy/Regulation

(5) Nil

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Directors / Managers	<p>Ensure that all staff are provided with information about Victoria University's (VU) student welfare support services.</p> <p>Organise relevant professional development in response to identified student medical / health issues.</p>
Managers / Team Leaders	<p>Notify parent/guardian of any first aid incident involving a student under 18 years.</p> <p>Advise parents / guardians of supervision arrangements for students on campus.</p> <p>Ensure medication is secured in a staff office.</p>

Roles	Responsibilities
Managers / Team Leaders / Teachers	<p>Advise prospective students / students about available support services.</p> <p>Ensure that all required documentation is obtained and filed in the student file.</p> <p>Implement strategies identified in Access Plans.</p> <p>Contribute to reviews of Access Plans.</p>
Teachers / Team Leaders	Supervise student self-administration of medication for students under 18 years or those with a disability requiring such support.
First Aiders	Provide a First Aid response in line with VU training.
Disability and Accessibility Services	<p>Meet with students requiring support.</p> <p>Develop, communicate and review Access Plans.</p>

Part B - Student Welfare/Support

General

(6) Students are provided with information about VU's Welfare Support Services through:

- a. Student Information and Orientation sessions.
- b. The VCE/ VCAL Student Handbooks and VU Student Diary.
- c. Fliers and promotional materials.
- d. Student Progress Meetings.

(7) Prior to enrolment applicants must complete a pre-training review (PTR) and literacy and numeracy (LN) assessment. Additional support needs are identified through this review and actioned according to the Pre-Training Review Procedure.

(8) All staff in VCE and VCAL programs must be provided with information about VU's Welfare Support Services, including referral protocols.

(9) All staff, including teachers, team leaders, managers or support staff, who become aware that a student is in need of personal support should assist them in accessing the services they require.

(10) Course Progress Review Meetings should include consideration of any support needs and referrals to support services.

Students with Additional Needs

(11) As part of the pre-training review and during information and enrolment sessions, all students should be advised of the supports available and the processes to access them.

(12) If disability support is requested, the student will be contacted directly by Disability and Accessibility Services to arrange an appointment. Students may take a support person to the appointment.

(13) Discussion and evaluation of the student's disability or medical condition during the meeting and an Access Plan is established if needed. The student must provide written permission to disclose details of their condition to the VCE/VCAL Manager, Team Leaders and teachers.

(14) Support strategies may include (but are not limited to):

- a. Modification of learning resources (eg large print, conversion to Braille, etc).
- b. Modification of teaching or assessment strategies to minimise disadvantage to the student.
- c. Provision of assistive technologies such as screen reading and magnifying software.
- d. Provision of ergonomic equipment.

(15) Access Plans are shared with teaching staff with the written consent of the student (and the parent / guardian if the student is under 18 years of age).

(16) Access Plans are reviewed regularly and as needed during the student's enrolment. Disability and Accessibility Services are responsible for communicating any changed support requirements to relevant staff.

(17) Where the PTR indicates that the student requires Learning Support to maximise their opportunities for success in their chosen course, a referral to Learning Support is made in line with the PTR procedure.

Part C - First Aid (including the management of student medication)

(18) All students must complete a [Medical and Emergency Information Form](#) at enrolment. These are to be stored securely on the student file. For students under the age of 18, this form must be signed by the parent / guardian.

(19) Where the student has a condition such as asthma, epilepsy, diabetes or anaphylaxis, an appropriate management plan must also be provided by the student (or parent / guardian for students under 18) to the Team Leader. In an emergency situation a first aider can administer required medication. Where necessary, the Manager will organise professional development for relevant staff on how to respond in the event of an occurrence.

First Aid

(20) In emergency situations, an ambulance should be called immediately, before summoning a first aid officer.

(21) If a student requires first aid, a designated first aid officer must be called. A list of first aid officers is available on the VU Intranet and staff notice boards. All teachers should ensure that they know who the first aid officers are in relevant campus locations.

(22) The first aid officer will administer general first aid according to their training and will then:

- a. Summon an ambulance if required; or
- b. Contact the student's emergency contact and ask them to come and collect the student;
- c. Take the student to a staff office, make them comfortable and monitor their situation while still on campus.

(23) For students under the age of 18 years, the relevant Team Leader or Manager must notify a parent/guardian of any first aid incident that occurs while the student is on campus or participating in an off-campus activity.

Medications

(24) Where possible student medication should be self-administered by the student or be administered by parents/guardian at home.

(25) Staff may supervise the administration of medication for a student who is under 18 years of age with the written authority of parents/guardians. Written authorisation should be provided to the Team Leader on the [Medical and Emergency Information Form](#) and kept on the student's file.

(26) Medications for administration under supervision should be given to the relevant Team Leader when the student arrives on campus. The medication should be stored securely in a staff-only area. All medication must be properly labelled, showing the name of the medication, the name of the student and the appropriate dose and frequency. For

conditions such as anaphylaxis and asthma, the student should keep their medication securely on their person at all times.

Part D - Supervision of Students

(27) Parents of students under the age of 18 must be informed that during timetabled class breaks students are not directly under the supervision of a teacher. Parents / Guardians must confirm their understanding of this information as part of the enrolment process.

(28) Where an off-campus activity is planned, parents must be notified in advance of the activity and must sign the [Off-Campus Activity Student Information and Permission Form](#). Students under the age of 18 years may not participate in the off-campus activity if the signed form has not been provided. Alternative arrangements must be made for them during the relevant time.

(29) Students are expected to comply with [Student Charter Policy](#) at all times.

Status and Details

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