

# VET Non-School Foundation and Senior Secondary Provider - Student Welfare Procedure

## Section 1 - Summary

(1) This Procedure outlines the responsibilities of Polytechnic staff in the management of the welfare and wellbeing of students in VRQA registered non-school accredited foundation and senior secondary programs.

## Section 2 - HESF/ASQA/ESOS Alignment

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

(3) [Guidelines for non-school providers: Minimum standards for registration to provide an accredited senior secondary or foundation secondary course](#)

## Section 3 - Scope

(4) This Procedure applies to all staff and students in non-school foundation and senior secondary programs at the Polytechnic.

## Section 4 - Definitions

(5) VRQA - Victorian Registration and Qualifications Authority.

## Section 5 - Policy/Regulation

(6) Nil.

## Section 6 - Procedures

### Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Executive Director / Education Manager	Ensures that all staff are provided with information about Victoria University's (VU) student welfare support services.

Roles	Responsibilities
Education Manager	<p>Notifies parent/guardian of any first aid incident involving a student under 18 years.</p> <p>Advises parents / guardians of supervision arrangements for students on campus.</p> <p>Ensures medication is secured in a staff office.</p>
Education Manager / Teachers	<p>Advises prospective students / students about available support services.</p> <p>Ensures that all required documentation is obtained and filed in the student file.</p> <p>Implements strategies identified in Access Plans.</p> <p>Contributes to reviews of Access Plans.</p>
Teachers	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.
Accessibility Services	<p>Meet with students requiring support.</p> <p>Develop, communicate and review Access Plans.</p>

## Part B - Student Welfare/Support

### General

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

- a. Student Information and Orientation sessions.
- b. The Student Handbook.
- c. Fliers and promotional materials.
- d. Student Progress Meetings.

(8) 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.

(9) All staff in non-school foundation and senior secondary programs are provided with information about VU's Welfare Support Services and how to access them.

(10) All staff, including teachers, senior educators, managers or support staff, who become aware that a student is in need of personal support should assist them in accessing the VU services they require, where appropriate.

(11) Course Progress Review Meetings should include consideration of any existing and/or emerging support needs and access to relevant support services.

### Students with Additional Needs

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

(13) If disability support is requested, the student is provided with the contact details for Accessibility Services to arrange an appointment.

(14) Where appropriate an, Access Plan is developed by Accessibility Services and shared with teaching staff.

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

(16) Where the need for literacy and numeracy support is identified, a referral to Learning Support is made in line with the [Admissions - Course Admissions and Pre-Training Review Procedure \(VET\)](#).

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

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

(18) Where the student has a medical 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 Education Manager and/or Senior Educator. In an emergency situation a first aider can administer required medication.

### **First Aid**

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

(20) If a student requires first aid, a designated first aid officer must be called. A list of first aid officers is available on the [People and Culture First Aiders Intranet site](#) and staff notice boards. All teachers should ensure that they know who the first aid officers are in relevant campus locations.

(21) 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 Education Manager to call the student's emergency contact and ask them to come and collect the student; and/or,
- c. Take the student to a designated sick bay, make them comfortable and monitor their situation while still on campus.

(22) For students under the age of 18 years, the Education 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**

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

(24) 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 Education Manager on the [Medical and Emergency Information Form](#) and kept on the student's file.

(25) Medications for administration under supervision should be given to a staff member when the student arrives on campus. The medication should be stored securely in the Education Manager's office. 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

(26) 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.

(27) Where an off-campus activity is planned, students and parents/guardians of students under 18, must be notified in advance of the activity and must sign the [Victoria University Polytechnic Off-Campus Day Activity Student Medical Information, Emergency Contact 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.

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

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st February 2023
<b>Review Date</b>	1st February 2026
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	7th December 2022
<b>Expiry Date</b>	Not Applicable
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