

Duty of Care for Minors

Applied Vocational Training (AVT) has a responsibility to ensure reasonable care is provided for the safety, health, and welfare of students under 18 years of age (minors) participating in vocational education and training (VET). AVT is responsible for establishing and maintaining duty of care policies and procedures for all students who are minors while they are attending programs with the registered training organisation (RTO).

Guidelines

AVT will:

1. Ensure that all minors are supervised by a responsible adult during classroom sessions and other training and assessment activities while on-campus/on-site.
2. Ensure that all minors are provided with adequate facilities and rest breaks during the course of their training.
3. Ensure that all minors are provided with appropriate training and instruction that is suitable for their age and level of experience.
4. Ensure that all minors are provided with appropriate personal protective equipment (PPE) where required.
5. Ensure that all minors are provided with appropriate first aid facilities and trained first aid personnel.
6. Ensure that all minors are provided with appropriate support services where required.

Important Information for Minors Attending AVT Facilities

1. THE LEARNING ENVIRONMENT

The AVT campus is a vocational adult learning environment that prepares students for their chosen career. It provides a mature age learning environment to responsibly prepare students for the workforce. The classroom environment is adult-oriented with a focus on developing skills to the

standard required in the workplace. Students are responsible for their own learning and are expected to manage their workload, seeking assistance from trainers and assessors and student support staff when needed. All students are expected to act in a mature manner.

2. WORKPLACE HEALTH AND SAFETY

AVT strives to provide a safe and inclusive environment for all students. AVT personnel follow relevant occupational health and safety policies, guidelines, and practices.

AVT will:

- Promote a friendly and inclusive environment where bullying and any form of harassment are not accepted. Any student experiencing bullying or harassment of any kind should inform a staff member immediately.
- Ensure all Trainers and Assessors and Student Support staff have a Working with Children Check subject to the Working with Children (Criminal Record Checking) Act 2004.
- Implement the Emergency Response Plan in case of an emergency.
- Provide first-aid assistance to students and arrange for qualified medical Personnel in case of an emergency.
- Ensure that parents/guardians/responsible adults are contacted if a student is seriously injured or involved in a serious incident.

3. INDUCTION, ATTENDANCE AND ABSENCES

Students will receive a course and campus/site induction during which a program overview and timetable outlining their scheduled classes/activities will be discussed. Learning activities at AVT are not limited to lessons in a classroom environment and may include research, online learning, group work, project work and theoretical and practical training and assessments.

Course hours include a wide range of training and assessment activities and may not always be used for classroom teaching.

Classes/activities are scheduled for a specific timeframe and attendance in each session is mandatory. Attendance is recorded in every class; students are required to sign-in at the commencement of each session. If a student is absent from an entire scheduled on-campus/on-site class, the parent/guardian/responsible adult and the school VET Coordinator will be notified of the absence. Minors will not be permitted to leave campus/site premises during scheduled delivery

sessions without prior consent obtained by AVT from the responsible parent/guardian/responsible adult.

4. TRANSPORTATION

Parents/guardians/responsible adults are responsible for a student's travel arrangements to, from and between campuses/sites.

5. SUPERVISION

AVT does not provide direct supervision of students outside of classroom and other training activities that occur throughout the facility. This includes bathroom, lunch and other breaks.

6. EXCURSIONS

The parent/guardian/responsible adult will be provided with information on excursions prior to the event and written consent will be sought for students under 18 years of age, to participate in any excursions. If consent is not given, a student will not be able to attend the excursion and AVT will not provide an alternative supervised activity.

Students may be required to make their own way to excursions. In these situations, the parent/guardian/responsible adult will be responsible for organising transport to and from excursions.

7. INSURANCE

AVT holds all appropriate insurances required for students including minors attending campus/site facilities.