



Important Information Concerning Students Under 18 Years of Age

Dear Parent/Guardian,

As you will appreciate, the learning and social environment at South Regional TAFE is very different from secondary education. South Regional TAFE would like to provide you with further information which we hope you find useful.

1. South Regional TAFE environment

South Regional TAFE is a vocationally oriented, adult learning environment. It prepares students for employment in their career of choice and must out of necessity provide a mature age learning environment to responsibly prepare students for the workforce. At the same time students range in age from mid-teens to retirees and so for some students, the training experience provides a transition from a school environment to an adult, employment-focused environment. South Regional TAFE must therefore operate as an adult environment and so all students are expected to act in a mature manner.

2. Induction, attendance and absences

Students will receive a course induction at which a program outline and timetable outlining their scheduled classes/activities will be issued. We strongly advise that you discuss the timetable with your child to ensure such things as transport to and from South Regional TAFE is arranged and activities between class training are constructively utilised.

Attendance is recorded in every class. If your child is absent from an entire scheduled on-campus class, you will be notified within three working days of the absence. If you change your address and/or telephone contact details, please ensure you contact your child's campus to update this information.

If your child is undertaking an apprenticeship, you will not be notified of their absence, however we will inform their employer of the absence.

If your child is in a VET Delivered to Secondary Students program you will not be notified of their absence, however we will inform their school of the absence, who will notify you.

3. Classroom environment

South Regional TAFE is an adult learning environment with a focus on developing skills to the standard required in the workplace, so this means that:

- Students are responsible for their own learning and are expected to manage their workload, seeking assistance from academic staff when needed
- Students aged under 18 years of age may be in classes with adult students (those aged 18 and over)
- Students aged under 18 years of age may be required to work on projects with adult students and this may involve working and communicating with such students outside of normal class or study hours
- Learning activities at South Regional TAFE are not limited to lessons in a classroom environment and may include:

- Lectures
 - Tutorials
 - Flexible
 - Online
 - Group work
 - Assessments
 - Excursions
 - Workshops
 - Seminars
 - Research
 - Project work
 - Work experience/industry placement/field work/on the job training
- 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 however if a student is able to demonstrate competency prior to the final class, they may not need to attend the remaining scheduled classes/activities.
 - Students aged under 18 years of age share facilities such as the library, canteen, gym and computer labs with adult students
 - Some courses are delivered across more than one campus or involve a workplace. In such instances, parents/guardians/responsible adults are responsible for their child's travel arrangements to and from South Regional TAFE and between campuses
 - South Regional TAFE courses are scheduled differently from secondary education classes, so there may be lengthy breaks between classes, days when no classes are scheduled and varying class times. South Regional TAFE students are expected to manage their unscheduled time for themselves in a way that optimises their learning experience
 - In the event that classes are cancelled, staff will endeavour to inform the students prior to attendance; however, this isn't always possible. In the event that classes are cancelled South Regional TAFE does not provide alternative study options
 - If a daytime class (between 8.00am–5.30pm) finishes prior to the scheduled time, students will be released from class and will not be supervised
 - If a class scheduled to finish after 5.30pm finishes prior to the scheduled time, the students will remain under the supervision of the lecturer until the scheduled class finish time. If a student indicates that they have their own transportation, or have arranged transportation with friends in the class, a discussion will be held between the student and the lecturer to confirm this, and they will be released from class at the earlier time
 - Students may be required to complete assessment tasks/assignments outside of their scheduled timetable. Some of these assessment tasks/assignments are undertaken in the community

4. Supervision

South Regional TAFE does not provide direct supervision of students outside of classroom lectures.

5. 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, your child will not be able to attend the excursion and South Regional TAFE will not provide an alternative supervised activity. Students may be required to make their own way to excursions. In these situations, you will be responsible for organising transport to and from excursions for your child.

6. Health and safety

South Regional TAFE is committed to ensuring the health, safety and wellbeing of workers, students and visitors. We will provide a safe and healthy environment for all of our students by:

- Promoting a friendly and inclusive environment
- Adequate supervision and guidance when undertaking practical tasks
- Open communication channels so that you and your child are notified immediately and kept up to date
- Dedicated disability and medical conditions assistance is available
- Using Industry-leading plant, equipment and best practice scenarios
- Providing qualified first aid assistance, and planned emergency response during emergencies
- Ensuring all relevant staff have a Working with Children Check

It is essential during the enrolment process to inform South Regional TAFE of any medical conditions a child has that may impact their ability to undertake their course.

If you would like to discuss any concerns regarding the health care of your child, please contact Student Services staff at either Albany or Bunbury campuses.

7. Insurance

Students are not covered for Personal Accident whilst on campus, however South Regional TAFE does hold cover with the Insurance Commission of WA (RiskCover). This cover provides Personal Accident cover for students who are undertaking unpaid work experience that is allocated or arranged by South Regional TAFE. *Riskcover will only cover the out-of-pocket expense for any verified liability claim, this being expenses after Medicare and private health insurance has been claimed.*

Personal Accident cover is also extended to those students attending any official camp, excursion, trip or other similar activity (excluding sports days other than interstate sporting events, carnivals or national championships) which is approved and organised by South Regional TAFE.

The onus is placed on parents/guardians/responsible adult in relation to whether they arrange their own Personal Accident insurance or private health cover for their child if they believe the current coverage is not adequate.

8. General

South Regional TAFE staff and students are expected to:

- Be aware of relevant policies, procedures and instructions
- Comply with these policies, procedures and instructions
- Take reasonable care of themselves and others
- Read and take note of the student code of conduct

9. Complaints and feedback

The South Regional TAFE *Complaints Policy and Process for Under 18s* provides information about making a complaint and how your complaint will be managed. The policy is available on our website or can be printed upon request from your campus.

Parental consent

As part of South Regional TAFE commitment's to providing a safe and responsible environment, you are asked to sign and return the *Consent and Health Care Information Form*, confirming that you have read and understood the information contained in this letter; that the information provided is correct; and that you consent to your child being a student at South Regional TAFE.

Signing of the *Consent and Health Care Information form* is valid for this course. Each new course enrolment will require the completion of another *Consent and Health Care Information Form*.

If your child has been granted an Exemption or Section 24 Arrangement, you will need to ensure that you seek an extension to these arrangements, if your child wishes to continue with their studies beyond the end date of the Exemption or Section 24 Arrangement.

If you have any questions or concerns regarding this letter, or the *Consent and Health Care Information Form*, please contact the South Regional TAFE campus your child is studying with.

Yours sincerely,



Kathy Keay
Managing Director
South Regional TAFE

Related documents:

Policy: Duty of Care for Minors

Related references

Department of Training and Workforce Development - Duty of Care for Minors Attending TAFE Colleges Policy