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## EVENTS & ACTIVITIES POLICY

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<b>POLICY TITLE:</b>	EVENTS AND ACTIVITIES POLICY
<b>POLICY NUMBER:</b>	WAI5003
<b>POLICY DATE:</b>	01 JANUARY 2018
<b>LAST REVIEW DATE:</b>	01 JANUARY 2018
<b>RESPONSIBILITY:</b>	CAMPUS MANAGER

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### Purpose

Events and activities organised by West Australian Institute of Further Studies Pty Ltd (WAIFS) are generally one of the following:

#### 1. Events or activities designed to enhance the delivery and assessment of a course unit/module

All events or activities must be relevant to the subject matter being taught and in line with the relevant outcomes for the Unit of Competency/Module and/or other relevant course requirements.

The organisation and participation of students/classes in events/activities will take into consideration the age and culture of the students involved to ensure their appropriateness.

Practical relevance and demonstration is considered a vital part of vocational learning and, therefore, WAIFS provides for *and encourages* the organisation and involvement of students in events and activities external to the WAIFS classroom in relation to their studies.

All events and activities related to a unit/module of study must be approved by the WAIFS' Head of Department. Requests should be sent to the Head of Department at least 3 weeks before the proposed event/activity (wherever possible). The request should be sent fully complete (as below).

In order for the Head of Department to decide whether to approve/decline a request for an event/activity external to WAIFS, a written submission must be made with the following details (at a minimum):

- (i) The costs associated with the event/activity
- (ii) Transport arrangements (If applicable)
- (iii) The unit or module of study to which it relates
- (iv) The outcomes of the unit or module to which it relates
- (v) Why it is requested

The events/activities request form is available on the S:\ Shared Drive\Training Templates\ Events Form

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Document name/number and file location: S:/WAIFS Policies/ Events and Activities Policy	Initial Issue date: 01/10/2015	Current Version Issue Date: 01 January 2018	Next review date: 01 January 2019	Page 1 of 3



**All Events or activities designed to enhance the delivery and assessment of a course unit/module are subject to the following additional conditions:**

- a) No Trainer/Assessor/WAIFS Staff member/Student is authorised to consume any alcohol during the time of an approved event/activity. To clarify, there is a ZERO tolerance of drugs and alcohol at such events and any staff member or student who has participated in alcohol or drugs before or during an approved event/activity will be asked to leave and may be subject to disciplinary proceedings in accordance with WAIFS' policies and procedures.
- b) Students should be notified of the event/activity (wherever possible) at least one week prior to the date of the event/activity.
- c) Students and staff must behave in a manner that is highly professional at all times when on an approved event/activity. Any staff member or student who does not behave to the highest standards during an approved event/activity will be asked to leave and may be subject to disciplinary proceedings in accordance with WAIFS' policies and procedures.
- d) Any student who is under 18 years of age at the time of the excursion will require written consent from their parent/guardian/carer to attend.
- e) Student attendance reporting: Student attendance must be completed prior to departure. If students are meeting their Trainer outside the campus, the Trainer must take a hard copy of the attendance sheet with them and update at the end of the event/activity.
- f) Indemnity Forms: All students must sign and submit events/activity Indemnity Forms prior to partaking in any events/activities. Students under the age of 18 must have the events/activity Indemnity Form signed by their parent/guardian. Signed forms must be uploaded into the student's profile in WAIFS Student Management System (Wisenet).
- g) Costs Associated with Events/Activities: Excursion costs are included in tuition costs. Any additional costs that accrue as a result of excursions – for example travel costs, refreshments etc. are at the expense of the student.

**2. Student Experiences - Events and Activities:**

WAIFS provides a range of opt-in activities, events and excursions aimed to enhance the student experience and increase student engagement with the wider community.

These include social activities (e.g. concerts, cinema trips, AFL games etc) volunteering opportunities, day trips for sightseeing and so on.

Where students and/or their invited guest/(s) take part in an experience event/activity (which is any activity in which they take part that is not part of their unit/module of study in their WAIFS' course), the students and/or their invited guest/(s) is personally responsible for transport to and from the event (including all associated costs) and for taking all reasonable steps to ensure their own safety before, during and after the event.

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WAIFS does not take any responsibility for any of the following at such events:

- (i) Personal safety of any students and/or their invited guest/(s) choosing to attend an event which is not directly related to their unit/module of study at WAIFS. This extends to any invited guest/(s) of the student.
- (ii) Safety of any personal belongings of a student of WAIFS choosing to attend an event which is not directly related to their unit/module of study at WAIFS. This extends to any invited guest/(s) of the student.

Any attendee at such an event (student and/or their invited guest/(s)) attends as if it were a personally organised event at which they are solely responsible for their own well-being and safety and that of their belongings.

Any student and/or their invited guest/(s) who chooses to attend any event which falls into the categories outlined above is deemed to have made themselves fully aware of and to have accepted and agreed to all of the conditions outlined in this policy.

At events or activities (such as Christmas parties etc.), where WAIFS may be serving alcohol on the premises all staff and students are advised to stick to a maximum of two standard drinks. However, staff and students are expected to know their own personal limits in relation to alcohol and not consume two standard drinks if this would generally be too much alcohol for them to behave in an appropriate, responsible and safe manner.

Any staff member or student who exceeds their own personal limit is personally responsible for their own health and welfare and that of others.

WAIFS will inform staff and students of this at all events by having appropriate signage at the event.

An appropriate Responsible Serving of Alcohol trained person will also be present to serve any approved alcohol in accordance with Responsible Serving of Alcohol guidelines.

However, as adults, staff, students and any guest/(s) of staff or students are expected to take full responsibility for regulating their own alcohol consumption.

Any staff member and/or student and/or invited guest/(s) is deemed to have made themselves fully aware of this and to have accepted and agreed to all of the conditions outlined in this policy, including taking full personal responsibility for their own alcohol consumption.

Where a staff member and/or student and/or invited guest/(s) does not consider themselves capable of regulating their own alcohol consumption they can inform WAIFS that they are not allowed to drink in writing before the event/activity and WAIFS will not serve them any alcoholic beverage.

However, if the staff member and/or student and/or invited guest/(s) serves/buys themselves/gets someone else to get an alcoholic drink for them during the event/activity, they expressly agree that the information supplied to WAIFS in relation to not drinking alcohol at the event/activity is null and void and WAIFS has no responsibility (actual or implied) in relation to their alcoholic consumption and any consequence (positive or negative) that this may have before, during or after the activity/event.

External provider: WAIFS sometimes uses third party providers for day trips and excursions. Where a student registers to attend an activity with a third party provider they must also satisfy the indemnity requirements of the third party provider.

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