



EVENTS AND ACTIVITIES POLICY AND PROCEDURE

POLICY NUMBER: NC18-PP013
RESPONSIBILITY: CAMPUS MANAGER/OFFICE MANAGER

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1. Scope of Policy and Procedure

This document outlines the procedures to be followed by organisers of internal and external events held on or near WAIFS campus or organised by a WAIFS staff member as a sanctioned WAIFS event. The procedure covers the stakeholders, location, and purpose of such events and aims to ensure that events are managed in an efficient and equitable manner.

This policy must be read in conjunction with relevant West Australian government and appropriate council/shire legislation and WAIFS policy on drugs and alcohol.

2. Stakeholders

Function and event plans must be developed and reviewed in consultation with identified key stakeholders. These stakeholders must include:

- (i) The Campus Manager/Office Manager, The Operations Manager, The Marketing Manager

The Stakeholders may include:

- Chief Executive Officer or Managing Director
- Appropriate Head of Department (HoD)
- Appropriate Council/Shire for approvals
- Education Agents or partner Institutions

The event organiser must be in contact at all times with key stakeholders from group (i) before and during the event. This person must have the authority to make critical decisions in relation to the event and, in an emergency, order the cancellation of, or evacuation from the event. On WAIFS campus, in the event of any adverse incident, key stakeholders from group (i) has the authority to take whatever action is necessary to resolve the issue. This includes closing the event or function.

3. Legislative Issues

Consultation with the key stakeholders can assist the event manager to address the following questions relating to possible legislative issues (included but not limited to):

- Is there current legislation which governs or restricts the event?
- Has an occupational health and safety risk assessment of all event activities been conducted and are appropriate risk control measures in place?
- Does the event have required insurance?
- The event manager must ensure that suitably qualified staff are used during the event i.e. responsible service of alcohol certification.
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4. Types of Event

WAIFS segments Events into two distinct types:

a) Education Enhancement

Events or activities designed to enhance the delivery and assessment of a course unit or 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 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 as well as 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 of study must be approved by the appropriate WAIFS HoD. Requests should be sent to the HoD at least 3 weeks before the proposed event/activity (wherever possible). The request should be sent fully complete (as below).

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

- (i) The costs associated with the event/activity
- (ii) Transport arrangements (If applicable)
- (iii) The unit of study to which it relates
- (iv) Supervisory and/or staffing requirements

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

- (v) No WAIFS' Staff member or Student is authorised to consume any alcohol during the time of an approved event/activity. To clarify, there is a ZERO tolerance of non-prescription 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.
- (vi) Students should be notified of the event/activity (wherever possible) at least one week prior to the date of the event/activity.
- (vii) 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.
- (viii) 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.
- (ix) Student attendance reporting - Student attendance must be completed prior to departure. If students are meeting their teachers/trainers outside the campus, teachers must print and take a hard copy of the attendance sheets with them and update at the end of the event/activity.
- (x) Indemnity Forms - All students must sign and submit Events/Activity Indemnity forms prior to partaking in any
- (xi) 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 against the student name in WAIFS' Student Management System.
- (xii) 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.

b) 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. Australia Day celebrations, concerts, cinema trips) day trips for sightseeing etc.

Where students and their invited guest/(s) take part in an experience event/activity, the students and their invited guest/(s) is personally responsible for transport to and from the event (including all associated costs) and for taking all



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reasonable steps to ensure their own safety before, during and after the event.

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

- Personal safety of any students and/or their invited guest/(s) choosing to attend an event.
- Safety of any personal belongings of a student of WAIFS choosing to attend the event. This extends to any invited guest/(s) of the student.

At events or activities (such as Christmas Parties etc.), where WAIFS may be serving alcohol on the premises, all staff and students are required to abide by the guidelines set out in WAIFS' Drug and Alcohol Policy.

External providers: 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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