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## Information Concerning Students Under 18 Years of Age

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Dear Parent/Guardian

We would like to welcome your son/daughter to Central Regional TAFE. Our records indicate that your son/daughter is under 18 years of age and as his/her parent/guardian/responsible adult we take this opportunity to provide you with further information about being a student at Central Regional TAFE.

As you will appreciate, the learning and social environment at Central Regional TAFE is very different from secondary education. You may find it useful to consider the issues and differences outlined below.

### **Charter of commitment to the safety and wellbeing of young people:**

#### **Central Regional TAFE Environment**

Our training prepares students for employment in their chosen career and provides them with a mature age learning environment preparing them for the workforce. At the same time students range in age from mid-teens and upwards, so for some students, the training experience also provides a transition from a school environment to an adult employment-focused environment. Central Regional TAFE operates as an adult environment and all students are expected to act and behave in a mature manner.

The Student Code of Conduct lays out how we expect all students at Central Regional TAFE to behave. It exists to help make sure all students studying with us enjoy an atmosphere of mutual understanding, respect and professionalism. Central Regional TAFE is a supportive adult learning environment that celebrates diversity, embraces equal opportunity and is free from discrimination and harassment.

As a student at Central Regional TAFE, it is your child's responsibility to know what is in the Student Code of Conduct. The Student Code of Conduct is available from our [website](#), or you may request a hard copy from our Client Services at any campus.

#### **Induction and Attendance**

Students will receive a course induction at which time, a program outline and timetable of their scheduled classes/activities will be issued. We encourage you to discuss the timetable with your child to ensure things such as transport to and from Central Regional TAFE is organised 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 Client Services at your child's campus on 1800 672 700 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 who will follow their normal reporting procedures.

#### **Classroom and College Environment**

Central Regional TAFE is a child-safe organisation and aims to reduce the likelihood of inappropriate behaviour by making systematic and permanent changes to the social, online and physical environment by:

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- Creating conditions that reduce the likelihood of harm occurring
- Creating conditions that increase the likelihood of harm being discovered
- Responding appropriately to disclosures, allegations or suspicions of harm

As mentioned, Central Regional TAFE is an *adult learning environment with a focus on developing skills and knowledge 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 lecturers when needed.
- Students aged under 18 years may be in classes with adult students (those aged 18 and over).
- Students aged under 18 years 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 Central Regional TAFE are not limited to lessons in a classroom environment and may include:
  - lectures
  - tutorials
  - flexible delivery
  - online learning
  - group work
  - work experience/industry placement/field work/on the job training
  - assessments
  - workshops
  - seminars
  - research
  - project work
- Course hours include a wide range of delivery 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.
- Where applicable, students aged under 18 years of age may share College facilities such as the library, café, and computer labs with adult students.
- Some courses are delivered across more than one campus or involve a workplace. In such instances, parents/guardians are responsible for their child's travel arrangements to and from Central Regional TAFE and between campuses.
- Central 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. Central 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, College staff will endeavour to inform the students prior to attendance however, this isn't always possible. If classes are cancelled Central Regional TAFE does not provide alternative study options.
- If a daytime (between 8.00am – 5.30pm) class finishes prior to the scheduled time, students will be released from class and will not be supervised.
- If a class which is scheduled to finish after 5.30 pm, finishes prior to the scheduled time, the students will remain under the supervision of the lecturer until the scheduled class finish time. In the event that students leave the class of their own accord and indicate 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 early time.

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- Students may be required to complete assessment tasks/assignments outside of their scheduled timetable. Some of these assessment task/assignments are undertaken in the community.
  - If any Central Regional TAFE staff member feels a student is at risk of non-completion or disengagement, they are encouraged to contact parents/guardians/independent minors/school to discuss student progress as soon as an issue becomes apparent. Student Support Services staff may also be informed.

Support is accessible via Skills for Study, for students enrolled at Central Regional TAFE (This is not available to VETDSS or PATiS. Additional support needs will be provided by the student's school.)

There is support for Aboriginal peoples students via the Coordinator Aboriginal Student Support in Student Support Services (*where we use Aboriginal peoples, we refer to First Nations/Aboriginal and Torres Strait Islander peoples*).

For VETDSS/PATiS students, the Training Areas will liaise with the school, and inform the Coordinator Education and Training for their records.
- Residential accommodation is available at the Geraldton Campus. A residential supervisor lives on campus to manage the residential Village and respond to student needs; however, students are not closely supervised.

### Supervision

Central Regional TAFE does not usually provide direct supervision of students outside of learning activities.

### Excursions

The College will provide the parent/guardian/responsible adult with information on excursions prior to the event, and written consent will be sought for students under 18 to participate in any excursions away from College premises. If parental consent is not given, your child will not be able to attend the excursion and the College 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.

### Health and Safety

Central Regional TAFE strives to provide an environment that supports the health and wellbeing of all our students by:

- following the relevant work health and safety policy, guidelines, and practices.
- providing designated first-aid officers who are available to students at all campuses.
- Providing designated Mental Health First Aid Officers in the event of a Mental Health emergency or crisis,
- providing assistance, and if necessary, arranging for qualified medical personnel in case of an emergency.
- promoting a friendly, culturally safe and inclusive environment where bullying and any form of harassment or discrimination (including online) are not accepted. Any student experiencing bullying or harassment of any kind should inform a Central Regional TAFE staff member immediately.
- accessible child friendly complaints policy and process where parents/guardians are included in the complaint process
- have procedures in place to monitor and address risks to student safety and wellbeing
- ensuring all relevant staff have a Working with Children Check subject to the Working with Children (Criminal Record Checking) Act 2004.

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- ensuring ongoing staff support, training and information in processes that involve child safety elements, including children's rights to feel safe and be heard, and the accountabilities that accompany these rights.
- implementing the Emergency Response Plan in case of an emergency.
- providing you with a copy of an Accident/Incident report if your child is seriously injured.

### Insurance

Students are not covered for Personal Accident or any loss or damage to property whilst on a campus, however, Central Regional TAFE provides Personal Accident cover for students who are undertaking unpaid work experience that is allocated or arranged by Central Regional TAFE. Personal Accident cover is also extended to those students attending any official excursions, trips, or other off campus activity which are approved and organised by Central Regional TAFE.

The onus is placed on the student and/or their parents/guardians/responsible adult, to whether they arrange their own Personal Accident insurance or private health cover, if they believe the current coverage offered by Central Regional TAFE is not adequate.

### General

Central Regional TAFE staff and students are expected to:

- Be aware of relevant [College policies](#), procedures and instructions (also refer to our website);
- Comply with these policies, procedures and instructions;
- Take reasonable care of themselves and others in the College; and
- Read and take note of the Student Code of Conduct.

### Parental Consent

As part of Central Regional TAFE's commitment to providing a safe and responsible environment, you are asked to sign and return the attached "Health Information and Parent/Guardian Consent" form, confirming that you have read and understood the information contained in this letter and that you consent to your child being a student at Central 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*.

By signing and returning the attached *Consent and Health Care Information form*, parents/guardians/responsible adults of students of year 11 and 12 age according to their date of birth will not be required to complete a Notice of Arrangements form for the Department of Education. Students not attending campus and participating online are still required to have their parent/guardian/responsible adult complete the Guardian Consent section of this 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.

### Further Information

If you have any questions or concerns regarding this letter or the *Consent and Health Care Information form*, please contact the Manager Student Business Systems on 1800 672 700.

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Further information about the course in which your child is enrolled in can be found by searching the course at [www.centralregionaltafe.wa.edu.au](http://www.centralregionaltafe.wa.edu.au) or by phoning 1800 672 700 and requesting a Course Guide.

Yours sincerely

Jo Payne

Managing Director

Central Regional TAFE