

STUDENT EXCURSION POLICY AND PROCEDURE

1. Objective

Excursions at The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy (SBTA) and The Sydney English Language Academy (SELA) herein known as “The Academy” are structured learning experiences, which are conducted as an external study and form part of student’s class attendance. The objective of students attending excursions is to provide them with valuable information and practical demonstrations in the units they are studying and maximise their learning experience. Whilst recognising the potential benefits of excursions, our trainers and assessor must also recognise that excursions may interrupt regular learning routines of our students. The rationale for any excursion should reference the unit of competency and its objectives and should be relevant to the students’ study outcomes.

2. Purpose

The purpose of organising student excursions is to:

- ❖ Assist our students to gain better understanding of practical applications and tasks relevant to the student’s study
- ❖ Ensure that our students have the increased opportunity to observe professionals conducting work activities
- ❖ Maximise student’s ability to apply skills learnt in into an actual workplace environment.

3. Process

The table below describes the complete process of application to gain approval for students to attend an excursion and a guide on the process of attending the excursion.

The process includes four (4) steps shown in the table below:

Step	Description	Procedure
1	Application stage	<p>Requirements:</p> <ul style="list-style-type: none"> • It is important to provide good overall education to our students. As part of our programs we at times encourage our trainers and assessors to provide students with extra opportunities to learn. • Trainer and assessors who have an opportunity to organise a suitable excursion must formally apply to have the excursion approved by the Principal. • Under work health and safety legislation, SBTA has an obligation to do what is reasonably practicable to ensure the health and safety of staff and students. Consequently, excursion planning is to take account of staff health and safety issues in addition to those of students. A risk evaluation must be carried out for an excursion before permission is sought. <p>Process:</p> <ul style="list-style-type: none"> • The application process is as follows. Trainer and assessor will: <ul style="list-style-type: none"> ○ Evaluate if an excursion is suitable to the units being studied by the students ○ Evaluated the number of students who will be attending the excursion ○ Evaluate the cost to the students or the SBTA ○ List the any possible risks that may be associated with the excursion

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		<ul style="list-style-type: none"> ○ Speak to the Principal (or ELICOS DoS) in person and explain the need or the opportunity to conduct and organise an excursion covering the points above • The Principal (or DoS) will approve verbally that an application can proceed • Trainer must then complete the Excursion Approval Form <p>Documents: Excursion Approval Form</p>
2	Completing the Approval Form	<p>Requirements:</p> <ul style="list-style-type: none"> • It is important to complete the Excursion Approval Form and give the form to the Principal (or DoS) as soon as possible • Principal (or DoS) will require approximately one week to approve the excursion. (unless otherwise advised by the Principal or DoS) <p>Process:</p> <ol style="list-style-type: none"> 1. Print Excursion Approval Form 2. Complete the Excursion Approval Form and all fields within the Excursion Approval Form which include: <ol style="list-style-type: none"> a. Industry which the excursion is relevant to b. Unit of competency being covered c. Explain the relevance d. Provide timelines and dates e. Excursion destination (name of organisation or site) f. Number of students / classes attending g. Class number h. Main phone number of the trainer or the location (as available) i. Project that the students will be completing as part of the excursion study – explain how will the assessment assist the students with their assignments j. Any cost to the student or SBTA for the excursion 3. A duty of care is owed to our students while on excursions. Trainers must evaluate the risk of the excursion and complete the Risk Management field in the Excursion Approval Form and ensure that the following has been covered: <ol style="list-style-type: none"> a. Evaluation identifies and assesses risks that the excursion may pose to the safety, health or wellbeing of any student attending the excursion b. Detail strategies for minimising those risks c. <u>Work Health and Safety Act and Regulation</u> - for further information about the WHS act 2011 please click the link. 4. Principal (or DoS) will approve the excursion and advise the trainers as soon as practicable and in good time for the trainer to organise and advise the students <p>Documents: Excursion Approval Form including the Risk Management Field</p>

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3	Attending the excursion	<p>Requirements:</p> <ul style="list-style-type: none"> Unless exceptional circumstances exist, all students should have the opportunity to participate in the excursion Students must be fully observed through out the excursion to ensure their safety All students and the trainers must leave the academy to attend the excursion and arrive back at the academy together Unless approval to leave from the excursion has been granted by the academy students must come back to the academy prior to them leaving their scheduled study period <p>Process:</p> <ol style="list-style-type: none"> 1. Prior to attending the excursion trainers and assessors must: <ol style="list-style-type: none"> a. Check that all students have been fully informed of the excursion and understand how this excursion will benefit their studies b. Inform the students 48 hours prior to the excursion (or as early as possible) c. If relevant organise all student to sign audio/visual disclosure form (in case photos or videos are being taken so these can be used for promotional purpose) 2. Students must be advised to arrive to the class on time to be able to attend the excursion 3. Students must complete the Excursion Attendance roll at the academy when they arrive for the excursion 4. Trainers must provide assessment materials or project materials to the students so they can use the excursion as a resource for their learning 5. Trainers must advise the students of all safety measures that have been planned to ensure student’s safety at all times 6. Trainers and assessors must advise all students when and how to complete their assignment and project activities <p>Documents:</p> <p>Attendance record</p> <p>Assignment / projects</p> <p>“Talent Agreement Form” (Audio/visual disclosure)</p>
4	Finalising documentation	<p>Requirements:</p> <ul style="list-style-type: none"> All documents must be kept for our records in the Excursion Folder <p>Process:</p> <ol style="list-style-type: none"> 1. Prior to finalising your excursion documents check that you have: <ol style="list-style-type: none"> a. Collected all student signatures on the Excursion Attendance roll b. Check that all students have signed the Talent Agreement Form 2. Ensure to give us all photos taken of the excursion (please ask for a memory stick if required) 3. Submit all documents from the excursion to the Principal. <p>Note: Excursion documents must be filed and will remain in the Excursion Folder situated in the Principal’s office (or DoS office).</p>

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		<p>Documents:</p> <ul style="list-style-type: none"> Attendance record Talent Agreement Form Excursion Folder (in Principal's / DoS office)
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4 RESPONSIBILITY

- ❖ Principal
- ❖ Director of Studies
- ❖ ELICOS Teachers
- ❖ VET Teachers

5 ASSOCIATED DOCUMENTS

- ❖ Student Handbook
- ❖ Training and Assessment Strategies
- ❖ Excursion approval form
- ❖ Excursion attendance form
- ❖ Excursion student feedback form

6 RELATED STANDARDS

- ❖ Standards for RTOs
- ❖ ESOS Act 2000
- ❖ National Code of Practice 2018
- ❖ Privacy and Personal Information Protection Act 1998 No 133 (NSW)
- ❖ Privacy Act 1988 (Cwlth)
- ❖ Privacy Amendment (Enhancing Privacy Protection) Bill 212 (Cwlth)

Approved by: Marcela Haddad

Signature: *Marcela Haddad*

Date: 12/1/2018

Version	Created by:	Date created	Reason for update	Implementation date
1	Marcela Haddad, PEO, Director	2016	Updated to reflect processes	2016
2	Marcela Haddad, PEO, Director	2017	Updated to reflect processes	2017
3	Marcela Haddad, PEO, Director	28/02/2018	Updated to reflect processes	28/02/2018

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Excursion Approval Form

This form is to be completed by the trainer and forwarded to the Principal for approval at least five (5) working days before the date of the excursion.

Name of Trainer or Trainers:			
Course/s:			
Date of proposed excursion:			
Number of students attending:			
Excursion destination:			
Destination address:			
Departure time:		Estimated time of arrival:	
Point of departure:	SBTA 401 Sussex ST – level 2 <i>(all students must sign the Excursion Attendance at the Academy prior to leaving for the excursion)</i>		
Contact phone numbers:	<i>Minimum of one number must be left with reception for students who need to contact trainers during the excursion</i>		
Aim of the excursion (e.g. explain how the excursion links to the unit of study).			
I attached work/tasks students will be completing during the excursion.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Transport details:	<input type="checkbox"/> Private Car <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Ferry <input type="checkbox"/> Air travel <input type="checkbox"/> Other <i>(specify)</i>		
Cost to the Academy:	\$	Cost to the student/s:	\$

I have completed a risk assessment of the excursion and will ensure that the excursion commences and concludes at the Academy. Please see page two for risk management process.

Trainer signature:	<i>Do not use electronic signatures, print and give to Principal – thank you</i>	Date:	
OFFICE USE ONLY			
<i>Excursion has been approved:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>By:</i>	<i>Principal</i>		
<i>Signature:</i>		Date:	

Risk management and risk management process – please complete page 2

We must ensure that our students and teachers who will be attending this excursion are safe at all times. Use the following table and explain how you would ensure that all risks and hazards are managed appropriately. Please complete the following table.

Have you checked the excursion venue/site for hazards and risks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If you selected NO please explain why not and complete the form below.</i>	

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Excursion Attendance

Student Acknowledgement and Sign-Off

Class:		Trainer Name:	
Date of Excursion:		Excursion Venue:	

Trainers and assessors must read the following information to all students who are attending this planned excursion.

- I (the Student) acknowledge that:
- ✓ I am participating in this excursion at my own risk and; that
 - ✓ The Sydney Business and Travel Academy (SBTA) is not responsible or liable for any personal injury or costs associated with any personal injury whilst I attend this excursion and during my travel to and from the excursion and; that
 - ✓ The trainers and assessors who will be present at this excursion will be taking photographs, images and/or videos of students who are attending this excursion and; that
 - ✓ Any photographs, images and/or videos of all students, including my photographs, images and/or videos may be used by SBTA for future promotional activities.

Student Number	Student's Name	Student's Signature

I acknowledge, that I have informed all students who will be attending this planned excursion of the Student Acknowledgement information listed above and that I have organised all students to sign this form to confirm that they are aware of their responsibilities and the Student Acknowledgement.

Trainer's signature:		Date:	
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Risk Management Plan			
<p>Please list the types of risks that may arise during your excursion.</p> <p>Your Risk Assessment and Management Plan must include:</p> <ul style="list-style-type: none"> Trip from the Academy to the excursion / venue Trip back from the excursion / venue back to the Academy Risk assessment and management during the excursion at the venue. 			
Explain the type of supervision arrangements will be in place during this excursion to ensure student's safety:			
Trainer's Signature:		Date:	
Additional Comments from Principal <small>(only if required)</small>			
Date Principal checked form:		Principal's initials:	

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Excursion Student Feedback

Class:		Educators: <i>(Trainers, Assessors, Teachers)</i>	
Excursion Date:		Location:	

Information to students:
 Excursions are structured learning experiences and form part of your class attendance. SBTA/SELA excursions provide valuable information and practical demonstrations in the subjects you are studying to maximise your learning experience.
 The purpose of attending planned excursions is to:

- assist you in gaining better understanding of practical applications and tasks relevant to the subject/s you are studying
- mix and communicate with your peer group and learn with your team
- provide you with increased opportunity to observe professionals conducting work activities and;
- maximise your ability to apply learnt skills into a workplace environment.

We would like to gain your feedback about this excursion, which will assist us with planning future excursions and ensure that they are relevant and suitable.

Please complete the feedback and provide comments: →

Indicate by a tick the extent to which you agree or disagree	Disagree		Neither agree or disagree		Agree	
I enjoyed the excursion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The excursion was well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The educators explained how the excursion related to the industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The excursion was relevant to my studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The excursion improved my understanding of the subjects I am studying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will be able to take the knowledge I have observed into a workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would like to attend other excursions as I found this excursion valuable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would recommend this excursion to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide overview of the excursion which we can share with other students and explain how it related to your studies.			
Can we use your comments in our advertising?	Yes No	What other excursions would you like to see offered in the future?	
Your student ID or Name: <i>(Optional)</i>		Date you completed this feedback.	