

Student Welfare & Guidance Policy



Policy Overview

DRs TQM Pty. Ltd management expected from all staff and students to treat each other with care, courtesy and fairness; and to use acceptable language at all times, therefore violence, intimidation or bullying.

DRs TQM Pty. Ltd takes every step to provide a safe learning environment for all students. The DRs TQM Pty. Ltd is committed to respecting the dignity of each individual, to promoting the development of self-esteem and to foster an appreciation of the dignity and value of others.

Processes to be followed	By Whom	By When	Policy Statement/ Relevant Documents
<p>1.0 Expectations</p> <ul style="list-style-type: none"> No-one is to prevent others from learning. As staff have the responsibility for safety and the direction of the learning at the RTO, Students are expected to carry out all lawful directives given by staff. Care is to be taken of the RTO environment and each other's property. Members of the RTO community are to be present for and punctual to all classes, and RTO activities for which they are scheduled. Students are not to involve themselves in violence, harassment or intimidation of fellow Students, staff or any members of the general community whilst enrolled at the RTO. Smoking, drinking alcohol or misuse of other drugs at RTO, on the way to and from RTO or whilst engaged in activities related to RTO is not permitted. Students are to adhere to the dress code while at RTO, between home and RTO, and while engaged in activities related to RTO, unless directed otherwise Dangerous or expensive items are not to be brought on to the RTO property. 	All staff Student	At all times	Policy statement

Department	Vocational Education & Training	Author(s)	RTO Management	
Document Title	Student Welfare & Guidance	Approved	RTO/Training Manager	
Version	1.1 (Modified – September 2011)	Authorised	CEO	
AQTF Standard(s)	ES2.4	Distribution	Internal	RTO/Training Manager, RTO Staff, RTO Students
			External	Prospective Clients

Processes to be followed	By Whom	By When	Policy Statement/ Relevant Documents
<p>5.0 Anti Smoking Policy The RTO is a smoke free environment. Student consequences will be:</p> <ul style="list-style-type: none"> • 1st Offence: Warning • 2nd Offence: Make an appointment with the RTO Manager to discuss the future of the Students enrolment. • 3rd and subsequent offences: Suspension <p>Students who habitually breach this policy may have their enrolment terminated by order of RTO Management.</p>	All staff Student	At all times	Policy statement
<p>6.0 Student Support Services Student Support Services is the name given to programs which support Students educational programs, Student's wellbeing and careers or work planning. Programs include:</p> <ul style="list-style-type: none"> • Careers Advice and Careers Counselling. • Work experience / Work Placement. Many Students decide to join this program for additional experience or to add to their resume. • Student Counselling. Counsellors assist Students in their personal Welfare as issues arise. • Individual Learning programs, which take into account individual differences and their related learning issues. • ESL Program. Students who are recent arrivals may make use of this program. • Equal opportunity and Harassment Officer. To support a Bullying and Harassment Free RTO. Listening to Student or staff issues and taking steps to resolve any concerns. 	RTO Manager/Trainer CEO	As required	Policy statement

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7.0 How to contact Student Services Students can visit the RTO Manager or ask their trainer for more information	RTO Manager/Trainer CEO	As required	Policy statement
8.0 Further Resources- ask the trainer or RTO manager <ul style="list-style-type: none"> Relationships: "When love hurts" www.dvirc.org.au/whenlove Domestic violence and Incest www.burstingthebubble.com Anxiety: Adavic Anxiety Disorders Association www.adavic.org Overweight Teenagers: choosehealth@rmit.edu.au Same Sex Attraction: www.also.org.au/alsorts Drug and Alcohol Youth Outreach Team 9689 5533 	RTO Manager/Trainer	As required	
9.0 The CEO will be the person responsible for the implementation and maintenance of the policy.	CEO	At all times	Policy Statement

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