

Training for People Aged Under 18 Years Procedures

Associated Policy

These Training for People Aged under 18 Years Procedures have been developed in conjunction with the Training for People Aged under 18 Years Policy.

Procedures

1. If the person under 18 years does not meet the entry requirements for their preferred program or if there is not a place available in that program, CIT staff will provide advice on alternative options and referral elsewhere where appropriate.
2. Young people under 18 years will be identifiable on class rolls.
3. Mandatory reporting obligations apply to this age group.
4. Duty of care must be adhered to for this age group.
5. Teachers and staff must follow procedures outlined for the specific age group.
6. Young people under 16 years of age will not be enrolled in any CIT program unless they are full-time school student, and the enrolment is part of a study plan approved by their school, e.g. ASBAs, or CIT's Taster Programs or Commercial programs.

Under 18 years

Where CIT is alerted to or suspects a potential student may pose a risk of harming other students or staff and in line with duty of care requirements, a risk assessment must be conducted. This may result in CIT making a decision not to enrol a particular individual or apply conditions around their enrolment. See risk assessment matrix and form (Attachments 2 and 3).

Under 17 Years

1. People under 17 years applying for CIT courses (who are not apprentices or trainees) will be assessed for suitability to complete the course.
2. Enrolment will include a completed and signed Under 17 Years Alert form (Attachment 4) to be forwarded to CITUnder17Alerts@cit.edu.au with Risk Assessment form (Attachment 3)
3. A risk assessment must be carried out for people under 17 years of age as part of the Under 17 alert form- see risk assessment matrix (Attachment 2).
4. A risk assessment may include but is not limited to the applicant providing approval for CIT to gain information on the applicant's behaviour/ circumstances/issues from:
 - Previous education institutions
 - Family members
 - Medical staff
 - Relevant workers who have been involved, including justice or welfare agencies.
5. Where a 16 year old is enrolled at CIT (other than an apprentice/trainee or enrolled as part of a school course) the following procedure will be followed where the student fails to attend classes.
 - 5.1 On the day of non-attendance, the relevant CIT department contacts the student to check they are ok and their reason for non-attendance, and notes this in student files and/or roll.

- 5.2 Once the student misses 4 days the relevant department contacts parents/guardian and notes in roll/files details and agreed return date.
 - 5.3 If a student fails to return after agreed time, or after 7 days non-attendance without sufficient reason, CIT will notify CITUnder17Alert and the Education Directorate's School Attendance Team (SAT). They will email the SAT on attendanceteam@act.gov.au providing the following information: Student name and date of birth; contact details for student/family (parent/s name/s, phone, email, addresses); attendance data; name of course student is enrolled in; relevant information about the student/family –health, mental health, family environment; student files and/or roll.
 - 5.4 CIT will inform the student/family they may be contacted by the Directorate following the notification to SAT.
6. Where a NSW Apprentice/Trainee is enrolled under 17 years the Apprenticeship Network Provider verifies at the time of training contract sign up that the NSW apprentice has been exempt from attending school. CIT does not need to confirm this with any party.

Under 16 year olds

7. Full time school students who are under 16 years may only enroll and attend CIT if the enrolment is part of their school program. The Director of the CIT College must approve the enrolment.
8. An exception must be sought from the Executive Director Education and Training Services to enroll 15 Year olds at CIT where the study is not part of their school program. The Executive Director Education and Training Services will make a decision based on advice, and information on compulsory risk assessment/duty of care, and under 17 alert forms submitted by the teaching College, and any approval they give may be conditional.
9. Staff should be familiar with the following attachments:
Attachment 1. Guidelines for staff on duty of care for students under 18 of age.
Attachment 2. Risk assessment matrix.
Attachment 3. Risk assessment form.
Attachment 4. Under 17 alert form.

Attachment 1: Guidelines for Staff on Duty of Care for Students under 18 Years of Age

Situation	Staff Responsibility
Attendance/Lateness	Should be monitored and recorded. Contact the secondary school if the student is concurrently enrolled, or for under 17-year-olds the student and parent/guardian.
Bullying	Required to be alert and take action if aware of bullying.
Communication with parents/guardians	Students have signed the Under 17 alert form which clarifies parents can be contacted for students under 17 years regarding attendance. For 17-year-olds, CIT staff should not communicate with parents or guardians without the student's consent. Staff should seek advice from Student Support if required.
Communication with sponsor	Communication could be about unsatisfactory behaviour and attendance /or responding to requests for information for students enrolled at CIT as a secondary school activity.
Exclusion from a learning activity and/or class	For concurrently enrolled school students inform the secondary school. For under 17-year-olds inform the parent/guardian as this constitutes a non-attendance.
Excursions and off-campus activities	Safety and duty of care must be considered in planning activities. Students under 18 will need permission from a parent/guardian. However, if the student is living independently, seek advice from Student Support of alternative permission options.
Illness/injury	If serious, contact the emergency contact nominated on Banner. If a sponsored student, also contact the sponsor.
Pastoral care	Young students should be monitored and supported where heightened stress levels are evident. This may occur in relation to assessment events, disengagement or inappropriate behaviour. If concerned, refer to CIT Counselling.
Staff Police Checks	Required pre-employment as per the CIT policy.
Mandatory reporting	Mandatory reporting required for cases of suspected abuse to be reported by staff.
Relationships with students	Staff should develop professional relationships with students that cannot be misinterpreted as personal, as opposed to professional, interest in the student. Staff should be aware that having an inappropriate relationship with a young student might generate civil action and /or criminal action.
Supervision	Young students should not be left unsupervised around hazards or where there has been a pattern of inappropriate behaviour or where a staff member has concerns about the student's mental health.

(Based on Guidelines in Chisholm Institute Duty of Care Policy – QMS 307, version 200

Attachment 2: Risk Assessment Matrix

Printed copies of this text are not controlled. Always check the CIT Intranet citeduau.sharepoint.com/sites/intranet to ensure this information is accurate

Risk Matrix: an example of working out the level of risk

								No	Low Risk
								Yes	High Risk
Lack of support from family/social circle		School problems		Behaviour issues		Requires Support from state services e.g. Care and Protection, Justice		Risk Likelihood	
No	Yes	No	Yes	No	Yes	No	Yes		
No		No		No		No		4 greens - Low risk	
No		No		No		Yes		3greens/1red – Fairly low risk	
Yes		No		No		Yes		2greens/2reds - Medium risk	
No		Yes		Yes		Yes		1green/3reds - Higher risk	
Yes		Yes		Yes		Yes		4 reds - High risk	

A risk assessment for a young person wishing to attend CIT needs to consider a broad range of issues and circumstances. Some of these are outlined below along with some ideas on how to manage the risks of the student having a negative outcome at CIT.

- CIT is an adult environment so consider if the young person is mature enough to be safe in this environment.
- Will available supports be adequate to meet the student’s needs?
- If 16 years of age consideration must be given to the circumstances of the young person and whether the risk of them attending CIT is high or low. Firstly, does the young person really want to attend CIT and if so, is it about their desire to achieve an educational outcome or merely a last choice or someone else’s choice for them?
- Family situation: Is it stable? Do they live at home, and do parents support their study at CIT?
- Friends: Do they have friends at CIT? Is this positive or negative?
- What was their school experience like? What year did they complete high school? Were there serious or concerning issues at school?
- Do they have statutory involvement (Care & Protection or Justice)? Do they have support from non-government agencies?
- Do they have any learning issues or disabilities? Can CIT support these?
- Do they have a history of behaviour problems?

How can CIT manage the risks associated with this young person?

- What specific support may be available to assist in managing risks associated with the student? E.G. Yurauna Centre, Student Support, or Academic /tutorial support, targeted study cohort, clearly stated strategies to deal with issues, supervision in class breaks.
- What broader support system does the student have both internal and external to CIT. E.G. Supportive family and friends; community service agencies that provides them with support; they have demonstrated a drive to achieve a successful outcome.

Attachment 3: Risk Assessment Form

Printed copies of this text are not controlled. Always check the CIT Intranet citeduau.sharepoint.com/sites/intranet to ensure this information is accurate

When to complete this form: For all Under 17 year olds (exception: Australian Apprentices/Trainees and 16 year olds attending CIT as part of their school studies) **AND** 17 year olds where CIT is alerted to, or suspects a potential student may pose a risk of harming other students or staff and in line with duty of care requirements.

This form is used as a guide for discussion with the student to determine the initial risk and how what strategies may reduce risk levels.

Email completed Risk assessment, Under 17 Years Alert form and any College approvals to CITUnder17Alerts@cit.edu.au.

Name of staff completing form _____ Date of Completion _____

Student Name _____ DOB _____

Initial Levels of Risk Rating (see Attachment 2: Risk Assessment Matrix to determine risk levels)

- Lack of support from family/social circle Yes No
- School problems Yes No
- Behaviour issues Yes No
- Requires Support from state services e.g. Care and Protection, Justice Yes No
- Other Yes No

Initial Overall level of risk rating: Low Risk Fairly Low Risk Medium Risk Higher Risk High Risk

Where you have answered ‘Yes’ to any risk above and/or the Initial Overall level of risk rating is over Medium please provide further information. *If more rows are required, press Tab on your keyboard when in the last box.*

Risk Detail <i>e.g. Lack of support from family/social circle</i>	Strategies for Managing Risks <i>(e.g. living in a refugee with support and case worker)</i>

Overall Level of Risk Rating After Considering Strategies:

- Low Risk Fairly Low Risk Medium Risk Higher Risk High Risk

NOTE: Where overall risk level remains Higher risk or High Risk Directors must be consulted and approve enrolment.

Enrolment approved by: _____

Privacy statement: The personal information on this form is being collected in accordance with the Information Privacy Act 2014 (ACT) to assess your eligibility to enrol at CIT. More information about how CIT manages your personal information and how to make a complaint if you feel your personal information has been mismanaged is available in the CIT Privacy Policy – Territory Privacy Principles available on the CIT website.

Attachment 4: Under 17 Year Old ALERT Form

Printed copies of this text are not controlled. Always check the CIT Intranet citeduau.sharepoint.com/sites/intranet to ensure this information is accurate

Complete for Under 17 year olds (exception: Australian Apprentices/Trainees and 16 year olds attending CIT as part of their school studies).
Email completed Risk assessment, Under 17 Years Alert form and any College approvals to CITUnder17Alerts@cit.edu.au.

Name _____ JOB _____ CIT No _____

Email _____ Contact numbers _____

Current Address _____

Previous address _____

Name of Parent/Guardian _____

Contact Numbers of Parent/Guardian _____

Address of Parent/Guardian _____

Emergency person contact details _____

Are you currently enrolled at an ACT school? Yes/No If yes, name of school _____

Do you intend to continue attending this school while at CIT? Yes/No

Have you completed year 10? Yes/No If yes, name of school _____

Have you completed year 12? Yes/No If yes, name of school _____

Last school attended _____ Year completed _____

What program are you applying for at CIT? _____

Do you have a Pathway Plan? Yes/No Staff name who assisted _____

Risk Assessment completed Yes/No Name _____

Head of Department Approval Yes/No Name _____

Director/Exec Director Approval Yes/No/NA Name _____

The personal information on this form is being collected in accordance with the Information Privacy Act 2014 (ACT) to process your enrolment at CIT. CIT must notify the ACT Education and Training Directorate (ETD) of any young people under 17 years of age enrolled in their programs. Similarly, should you enrol and are absent CIT will follow the procedure outlined below:

- After four (4) days of absence, if you have not contacted CIT, CIT will attempt to contact you and your parent/guardian.
- Where a student fails to return after agreed time misses 7 days without sufficient reason then ETD will be notified.
- If a student is on Centrelink benefits there may be financial issues resulting from non-attendance.
- Should you decide to withdraw from your course of study you must inform CIT in writing.

More information about how CIT manages your personal information and how to make a complaint if you feel your personal information has been mismanaged is available in the CIT Privacy Policy – Territory Privacy Principles available on the CIT website.

Student Acknowledgment:

I, acknowledge that my information may be forwarded to the ACT Education and Training Directorate.

Student Signature _____ Date _____

Staff Name completing form with student _____