



# Off Campus Activities Procedure

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## 1. Associated Policy

These Off Campus Activities Procedures have been developed in conjunction with the ***Training and Assessment Policy***.

## 2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to:

- all approved off-campus activities
- all CIT students engaged in programs requiring off-campus activities
- CIT staff delivering and administering programs where off-campus activities form part of the training and assessment
- all staff and other persons attending off-campus activities.

In the case of students under 18 years of age, it applies to any CIT organised learning activity that involves travel from the approved delivery location to a non-CIT location.

This procedure does not apply to structured workplace learning for Australian Apprentices) and student industry placements. For the latter refer: ***Student Industry Placement Policy*** and ***Student Industry Placement Procedure***.

This procedure must be read in conjunction with the external legislation, and internal policies and procedures listed below.

## 3. Procedures

This procedure describes the planning, authorisation and record keeping requirements for the management of all approved Canberra Institute of Technology (CIT) off-campus activities (excursions, field trips and other off-site learning experiences).

Off-campus activities form an integral part of much of the learning at CIT. The nature of these activities, combined with the less familiar environments they are conducted in, may present increased risk. These procedures have been developed to manage these risks.

All off-campus activities must be approved by the relevant delegates prior to the activity.

Public liability insurance arrangements are negotiated between CIT and the ACT Insurance Authority for off-campus activities in Australia. It is not a requirement for students to be accompanied by educators while undertaking off-campus activities.

All off-campus activities are optional for students unless the activity is a requirement of the Training and Assessment Strategy.

CIT staff accompanying students on off-campus activities will abide by the ACTPS Code of Conduct.

Students attending approved off-campus activities are held to the same standards of behaviour and participation as when attending classes of instruction at CIT locations.

Students must comply with:



- all instructions given by the leader
- the ***Student Code of Conduct***
- the ***Student Conduct Policy***
- relevant CIT policies regarding safety and conduct.

### 3.1 Risk assessment

A risk assessment will be undertaken prior to seeking approval for all off-campus activities. Where the risk assessment identifies the activity as Low or Medium risk (see Appendix 8.1 Risk Matrix) the controls will vary.

Table 1: Form to use irrespective of risk assessment

CIT FORMS		MAY BE MODIFIED
1	Request for Approval for Off-Campus Activities – <b><i>Off-campus Activities Forms Attachment 2</i></b>	NO
2	Risk Assessment – <b><i>Off-campus Activities Forms Attachment 1</i></b>	NO
3	Request for a Non-CIT Person to Attend an Off-Campus Activity <b><i>Off-campus Activities Forms Attachment 3</i></b>	NO
4	Travel Approval form (accompanying staff)	NO
5	Advice to Students Attending Off-Campus Activities - <b><i>Off-campus Activities Forms Attachment 4</i></b>	YES
6	Medical Information & Consent Form for Students over 18 years <b><i>Off-campus Activities Forms Attachment 5</i></b>  OR Medical Information and Consent Form for Students under 18 years <b><i>Off-campus Activities Forms Attachment 6</i></b>	NO
7	Emergency Contact List – <b><i>Off-campus Activities Forms Attachment 7 (optional noting info in Att 7 or 8)</i></b>	YES
8	Attendance Record (Roll book)	YES

CIT does not accept liability for any loss, damage or injury (or other consequences) sustained by students when attending or participating in off-campus activities.

All incidents and accidents must be reported via the ACTPS Safety Portal.



### 3.2 Planning and preparation

Step	Action	Responsibility
1	<p><b>Risk Assessment</b></p> <p>Undertake a risk assessment for the off-campus activity. Identify:</p> <ul style="list-style-type: none"> <li>• risks</li> <li>• risk management strategies</li> <li>• likelihood of the risk occurring (1 – 5)</li> <li>• consequences if the risk occurs (1 -5)</li> <li>• overall risk assessment – Low, Medium, High or Extreme.</li> </ul> <p>Confirm risk assessment of the activity (Low, Medium, High or Extreme) with the College Director or Head of Department.</p> <p>Activities assessed as Extreme cannot proceed.</p> <p><i>Note: CIT Corporate Services is available to assist in the risk assessment process</i></p>	Off-campus Activity Leader
2	<p><b>Risk Management</b></p> <p>Prepare a risk management plan for the off-campus activity using either the <b>CIT WHS Risk Assessment template</b> or the <b>ACT Government Hazard/Risk Assessment form</b>.</p> <p><i>Note: Consider</i></p> <ul style="list-style-type: none"> <li>• <i>management of physical requirements</i></li> <li>• <i>level of first aid required, cognisant of information provided in the medical consent forms</i></li> <li>• <i>provision of first aid kits</i></li> <li>• <i>communication requirements (phone, mobile reception at location)</i></li> <li>• <i>staff/student ratios</i></li> <li>• <i>emergency management plan at location</i></li> <li>• <i>behaviour management</i></li> <li>• <i>resource requirements including personal protective equipment (PPE)</i></li> <li>• <i>accommodation requirements</i></li> <li>• <i>accessing emergency assistance (mandatory where single staff supervising the off-campus activity).</i></li> </ul>	Off-campus Activity Leader
3	<p><b>Records management</b></p>	Off-campus Activity Leader



Step	Action	Responsibility
	Establish a separate document repository for each off-campus activity.	
4	<p><b>Approval for off-campus activity</b></p> <p>Request approval by completing and lodging CIT <b>Approval for Off-Campus Activities form</b> and costing sheet.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>Activities with a risk assessment Low or Medium – approved by the Head of Department. Request for approval submitted at least five (5) working days before the Off-Campus Activity.</li> <li>Domestic activities with a risk assessment High - approved by the College Director after due consideration of the Risk Management Plan and proposed itinerary. Request for approval submitted at least ten (10) working days before the Off-Campus Activity.</li> <li>Interstate activities - approved by the College Director and Delivery and Design Lead. Request for approval at least 45 working days before the Off-Campus Activity.</li> <li>Overseas activities – approved by the College Director, Chief Executive Officer and Minister for Skills and Training. Requests for approval submitted at least six (6) months before the Off-Campus overseas activity.</li> </ul> <p><i>Activities assessed as extreme will not be approved.</i></p>	Off-campus Activity Leader
	Consider request for the off-campus activity.	Delegated authorised staff member
5	<p><b>Activities involving fees payable by students</b></p> <p>Send copy of approved request to CIT Corporate Services – Banner AR team and seek executive approval to charge a fee.</p> <p>Where the fee is approved, provide a copy of the approved request to CIT Student Services for generation of student invoices.</p> <p>Update document repository for each off-campus activity.</p>	Off-campus Activity Leader
6	<p><b>Bookings</b></p> <p>Confirm all bookings where necessary and update file.</p>	Off-campus Activity Leader
7	<b>Approval for non-students or non-staff members</b>	Off-campus Activity Leader



Step	Action	Responsibility
	Seek approval for non-students or non-staff members to attend using <b>Non-CIT Person to Attend an Off Campus Activity Form</b> .	
	Approve/reject attendance by non-student or non-staff member and update file.	Delegated authorised staff member
8	<p><b>Transportation using private vehicles or hire vehicles</b></p> <p>Make request for non-CIT person to attend off campus activity:</p> <ul style="list-style-type: none"> <li>• approval to use of private vehicles or hire vehicles</li> <li>• parent/guardian consent for students to travel in the vehicle of another student when under 18 years of age</li> <li>• parent/guardian consent for students to transport other students when under 18 years of age.</li> </ul> <p><i>Note: the driver of private vehicles or hire vehicles must be licensed and the vehicle must be registered, insured and roadworthy. It must carry only as many passengers as there are seatbelts.</i></p> <p><b>All drivers must hold a full licence. NO provisional licence holders are to transport other students.</b></p>	Off-campus Activity Leader
	Approve/refuse learner request for use of private vehicles and hire vehicles and update file with signed approval/rejection.	Delegated authorised staff member
10	<p><b>Approved off-campus activities</b></p> <p>Provide each student with information of the off-campus activity including:</p> <ul style="list-style-type: none"> <li>• any costs to participate in the activity</li> <li>• copy of medical/consent form</li> <li>• written instructions regarding: <ul style="list-style-type: none"> <li>○ transportation</li> <li>○ itinerary (mandatory for Major Activity)</li> <li>○ expectations regarding work health and safety</li> <li>○ application of the student code of conduct and student conduct policy</li> <li>○ consequences of misbehaviour</li> <li>○ requirements to nominate Emergency Contact Person (Major Activity).</li> </ul> </li> </ul> <p><b>Refer:</b></p> <ul style="list-style-type: none"> <li>• <b>Advice to Students Attending Off Campus Activities Form</b></li> <li>• <b>Medical Information and Consent Form for Students over 18 Years</b></li> </ul>	Off-campus Activity Leader



Step	Action	Responsibility
	<ul style="list-style-type: none"> <li><b>Medical Information and Consent Form for Students under 18 Years</b></li> </ul>	
11	<b>Within three (3) days of the off-campus activity</b> Confirm receipt of: <ul style="list-style-type: none"> <li>all completed medical consent forms and update file</li> <li>all signed Advice to Students Attending Off Campus Activities Forms and update file</li> <li>advise students that cannot attend due to not providing necessary permissions.</li> </ul>	Off-campus Activity Leader
12	Gather all resources (first aid kit, personal protective equipment, emergency contact list, medical forms, itinerary, tickets etc).	Off-campus Activity Leader
13	Provide a copy of the participants list, itinerary and emergency contact list to the relevant College Director or Head of Department.	Off-campus Activity Leader

### 3.3 During and after the off campus activity

Step	Action	Responsibility
1	Confirm attendees as the start of the off-campus activity by completing an attendance record.	Off-campus Activity Leader
2	Issue verbal and/or written instructions confirming the itinerary, expectations (health, safety and behaviour).	Off-campus Activity Leader
3	Monitor participation during the off-campus activity.	Off-campus Activity Leader
4	Keep an attendance record for the 'formal learning time' parts of the off-campus activity at the beginning and end of each session. If a student does not attend the 'formal learning activity' and has not advised of a reason: <ul style="list-style-type: none"> <li>attempt to contact the student on the mobile phone number provided by the student</li> <li>contact Emergency Contact if the student cannot be contacted.</li> </ul>	Off-campus Activity Leader
5	<b>Incidents</b> Assist the ill or injured. Assistance includes but is not limited to: <ul style="list-style-type: none"> <li>appraising the situation</li> <li>administering first aid and staying with the injured person</li> </ul>	Off-campus Activity Leader



Step	Action	Responsibility
	<ul style="list-style-type: none"> <li>calling an ambulance</li> <li>contacting emergency contact person</li> </ul> <p>Once assistance has been provided, immediately report all incidents to the relevant College Director and Head of Department whether there is an injury or not.</p> <p>For incidents within the ACT Government/CIT network, complete the ACT Government Accident Incident Report form (AIR) electronically. Obtain supervisor/manager signature and send signed form to <u>Workplace Health &amp; Safety</u> (CIT).</p> <p>For incidents outside the ACT Government/CIT network, follow CIT work health and safety incident reporting requirements and immediately contact the College Director for advice regarding actions before contacting the regulator of the jurisdiction.</p> <p><i>Note: It is highly recommended that the Off-campus Activity leader take a copy of the ACT Government Accident/Incident Report Form (AIR) to be aware of details to capture.</i></p>	
6	Within three (3) working days of the completion of the off-campus activity, update off-campus activity file with the record of attendance and any incident reports.	Off-campus Activity Leader

## 4. Documentation

### 4.1 Legislation/regulation

- [Ombudsman Act 1989 \(ACT\)](#)
- [Children and Young People Act 2008 \(ACT\)](#)
- [Working with Vulnerable People \(Background Checking\) Act 2011](#)
- [Work Health and Safety Act 2011](#)
- [ACT Insurance Authority Act 2005](#)
- [Student Information Guide: Responsibilities in the Learning Environment](#)
- [ACTPS Code of Conduct](#)

### 4.2 Policy and procedures

- [Student Code of Conduct](#)
- [Student Conduct Policy](#)
- [Training and Assessment Strategy \(TAS\) Development Policy](#)





### 4.3 Related documents

- CIT WHS Risk Assessment template
- Riskman system and CIT Risk management plan
- Request for Approval for Off-Campus Activities
- Request for a Non-CIT Person to Attend an Off Campus Activity Form
- CIT Travel Approval Form
- Advice to Students Attending Off-Campus Activities
- Medical Information and Consent Form for Students over 18 Years
- Medical Information and Consent Form for Students under 18 Years
- Emergency Contact List form
- CIT Costing Sheet

## 5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms.

## 6. Appendices

### 8.1 Risk matrix

Likelihood	Consequence				
	Insignificant ①	Minor ②	Moderate ③	Major ④	Catastrophic ⑤
Almost Certain ⑤	Medium	High	High	Extreme	Extreme
Likely ④	Medium	Medium	High	High	Extreme
Possible ③	Low	Medium	Medium	High	High
Unlikely ②	Low	Medium	Medium	Medium	High
Rare ①	Low	Low	Low	Medium	Medium

**Note:** Multiplying the likelihood and consequence will assist in prioritising the risk.