



TERMS AND CONDITIONS FOR SCHOOL PARTICIPATION

To ensure a valuable and safe experience for Year 9 students participating in Career Taster Program (CTP) activities and events organised by TAFE, the following terms and conditions apply to the school staff and students.

Please ensure that there are sufficient school staff to supervise the attending students and that all supervising staff, including relief teachers, education assistants and volunteers are:

- aware of and agree to the following terms and conditions; and
- are aware of and suitably briefed on any potential student behavioural issues and of the management strategies they should use.

THE ROLE OF SUPERVISING SCHOOL STAFF

School staff members must accompany and supervise school student groups. Supervising school staff members must:

- actively supervise the Year 9 students ensuring that they are safely participating in the activities,
- actively support TAFE staff and industry partners in the implementation and maintenance of safety requirements,
- Engage with students and assist TAFE staff and industry partners by supporting the school students in their CTP activities,
- monitor student behaviour ensuring that it is appropriate for a TAFE learning environment and industry site, and that students who are not able to maintain appropriate behaviour are supervised closely or removed from the activity, and
- ensure students always remain in the designated delivery and recreation areas under supervision.

EXPECTED STUDENT BEHAVIOUR

School students must

- behave respectfully and courteously towards TAFE staff and fellow students,
- understand that behaviour causing disruption to others will not be tolerated and supervising staff will remove the student from the activity,
- follow safety guidelines and instructions, wearing PPE ensuring that they and other students are safe, and
- do not leave the group unsupervised to visit cafeterias or other parts of the campus or industry site.

CANCELLATIONS OF STUDENT ATTENDANCE

Please be mindful that short notice of intention to cancel attendance at a CTP activity does not allow sufficient time for another school to organise attendance.

Prior to confirming your booking to attend any CTP activity, please make sure that you have,

- all approvals and supervising staff in place,
- checked your school calendar to ensure that the CTP date does not clash with other school activities, and
- considered having an alternative supervising staff member on standby in case of unexpected staff illness.