1. management plan for students attending training provided by AN external registered training organisation

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| **School:** |  |
| **Appointed employee:** |  |
| **Documents attached:** | List of supervisory team ❑ |
|  | Additional documents (please list): ❑ |
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The nominated Department employee in charge of the management plan completes the following information related to the proposed training (refer to the *Guidelines for External RTO Training* and *Appendix E Checklist for Management Plan*). Additional documents may be attached where required.

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| 1. **EDUCATIONAL PURPOSE OF TRAINING**
 |
| * *How will the educational purpose of the training be confirmed and communicated to students and parents?*
 |
| * + Processes for confirming that the training has a clear educational purpose have been established and described.
	+ Processes for communicating the educational purpose of training to students and parents have been established.
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| 1. **EXTERNAL RTOS PROVIDING TRAINING**
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| * *How will external RTOs be selected and engaged to deliver the training? If the training program is sourced and/or managed by an external agency, how will the responsibilities of each party be determined?*
* *How will staff responsibilities be established?*
* *How will it be determined that the RTO has the required qualification on their scope of delivery?*
* *Note: TAFE Colleges are governed by Department of Training and Workforce Development (DTWD) policy.*
* *Schools engaging with private providers will actively seek a Memorandum of Understanding (MOU) with the RTO which details responsibilities of stakeholders, including duty of care. Standard 2.3 of Standards for Registered Training Organisations (RTOs) 2015 requires that* *the RTO ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.*

***Note:*** *For students on School Based Traineeships/Apprenticeships, the signing of the Training Plan will cover this requirement.* |
| * + Processes for selecting and engaging with external RTOs and for identifying staff responsibilities have been established.
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| 1. **VENUES/SITES FOR THE TRAINING**
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| * *How will the suitability of the venues/sites for the training be confirmed?*
* *How will it be determined that the venue/site supports the safety and welfare of the students?*
 |
| * + Processes for determining that training venues or sites are suitable for the student group have been established.
	+ Processes for determining that training venue or sites support the safety and welfare of the students have been established.
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| 1. **STUDENTS’ CAPACITY**
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| * *How will students be selected and inducted?* *Specify criteria to be used to verify training choices accommodate students’ needs and capabilities, including provisions for students with special needs (e.g. Aboriginal, CALD, intellectual or physical disability, specified health issues, etc.).*
 |
| * + Processes for selecting students, confirming their capacity to undertake the training and inducting them have been established.
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| 1. **SUPERVISORY TEAM**
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| * *How will members of the supervisory team be selected and inducted?*
 |
| * + A member of the teaching staff has been appointed to monitor implementation of this plan and to liaise with the RTOs, students and parents.
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| * + Processes for selecting and inducting members of the supervisory team have been established.
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| 1. **SUPERVISION STRATEGIES**
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| * *How will supervision be conducted and monitored in conjunction with the RTO?*
 |
| * + Supervision strategies have been established with the supervisory team.
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| 1. **COMMUNICATION STRATEGY**
 |
| * *How will clear lines of communication be maintained between school, RTO, students and parents, especially in relation to the student’s attendance and progress?*
* *How will the situation be managed and communicated if a student needs to be removed from the training environment?*
 |
| * + An appropriate communication strategy has been established between the school, RTOs, students and parents.
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| 1. **BRIEFING STUDENTS AND SUPERVISORS**
 |
| * *How will students and supervisors be informed of their responsibilities and obligations?*
 |
| * + Processes for communicating all relevant information about respective responsibilities and obligations to students and supervisors have been established.
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| 1. **TRANSPORT ARRANGEMENTS**
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| * *How will transport of students between school/home and RTO be organised and managed? Will this be the responsibility of parents? If so, how will they be informed?*
 |
| * + Processes have been established to confirm that parents have been made aware of their responsibility for the safe transport of participants to the training venue.
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| 1. **EXCURSIONS PLANNED BY RTO**
 |
| * *How will RTOs be made aware of the permissions and protocols required for excursions planned and conducted by the RTO?*
 |
| * + Processes are established to confirm that RTOs are made aware of permissions and protocols required for excursions planned and conducted by them. (Excursions organised by TAFE Colleges are covered by *TAFE* [*Duty of Care Policy for Minors Attending TAFE Colleges*](http://www.dtwd.wa.gov.au/about-us#policy)*.*)
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| 1. **EMERGENCY RESPONSE PLANNING**
 |
| * *Detail an emergency response plan including relevant contact information, arrangements for accidents/emergency situations in the training environment and measures to address bullying or harassment in the training environment. How will general and individual emergencies which may occur during training be managed? How will this information be communicated to and from the RTOs?*
 |
| * + Processes for responding to individual and general emergencies have been developed and a copy of the school’s plan has been provided to and acknowledged by the RTO.
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| 1. **INFORMATION TO PARENTS/CARERS/GUARDIANS FOR THEIR CONSENT**
 |
| * *Detail the information to be provided to parent/guardian for their consent:*

*NOTE: Parents of Aboriginal students and parents of CALD students may require additional support in understanding communications and giving consent.* |
| * + Parents/carers/guardians have been provided with full details of the training, including any costs to the parent, and have signed consent forms.
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Prepared by

***Appointed Department employee***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*I confirm that all sections of the Management Plan have been completed and it meets the requirements of the Duty of Care for Public Schools Students* Policy*.*

***Principal*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Date****\_\_\_\_\_\_\_\_\_\_\_\_\_\_*