appendix e. Checklist for management plan

**Note:** While this checklist is intended be completed for each student undertaking training with an external RTO, in circumstances where a group of students is undertaking training for the same qualification with the same RTO, it may be sufficient to complete one copy of the checklist for the group and to attach a list of the students concerned.

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| STUDENT NAME/S | |
| RTO: | |
| Days and dates of training: | |
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| 1. PURPOSE OF THE PROGRAM | |
| The educational purpose of the program is confirmed. |  |
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| 1. ASSESS THE RISKS |  |
| 1. Assess the capabilities of the RTO   (Relates to Section 2 of Management Plan) |  |
| RTO is currently registered to deliver the qualification (Check this at [www.training.gov.au](http://www.training.gov.au)) |  |
| RTO demonstrates capacity to maintain a level of Duty of Care for students which aligns with the Department’s *Duty of Care for Public School Students* Policy rules. |  |
| RTO demonstrates capacity to maintain satisfactory occupational health and safety provisions for students. |  |
| RTO has the required level of public liability insurance cover.  (Note: The minimum level is $20 million) |  |
| RTO has the required level of professional indemnity insurance cover.  (Note: The minimum level is $5 million) |  |
| RTO staff have Working With Children Checks. |  |
| 1. Assess the training environment   (Relates to Section 3 of Management Plan) |  |
| The RTO has confirmed that the training environment is appropriate for the students. |  |
| The RTO has confirmed that the venue or site for the training meets occupational health and safety standards. |  |
| 1. Assess the students’ capacity   (Relates to Section 4 of Management Plan) |  |
| All participating students have undergone a thorough selection process which includes career counselling. |  |
| Program activities are suitable for the students’ capacities. |  |
| Provision has been made for any student with special needs. |  |
| Up to date relevant information regarding student health care maintenance and/or intensive health care needs has been provided by the parents and communicated to the RTO. |  |
| 1. Assess the capabilities of the supervisory team   (Relates to Section 5 of Management Plan) |  |
| A suitable supervisory team has been established with appropriate teacher-student ratio. |  |
| All members of the supervisory team have been made aware of their duty of care responsibilities. |  |
| All members of the supervisory team are familiar with the Management Plan. |  |
| 1. ESTABLISH SUPERVISION STRATEGIES   (Relates to Section 6 of Management Plan) |  |
| Supervision strategies have been established and made known to students and staff for supervision, attendance, reporting problems, communication, and excursions. |  |

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| 1. DEVELOP COMMUNICATION STRATEGIES | |  |
| (Relates to Section 7 of Management Plan) | |  |
| An appropriate communication strategy has been established between the school, RTO, students and parents. | |  |
| 1. BRIEFING STUDENTS AND SUPERVISORS | |  |
| (Relates to Section 8 of Management Plan) | |  |
| All relevant information about respective responsibilities and obligations has been communicated to students and supervisors. | |  |
| 1. TRANSPORT ARRANGEMENTS | |  |
| (Relates to Section 9 of Management Plan) | |  |
| Parents have been made aware of their responsibility for the safe transport of training participants. | |  |
| 1. EXCURSIONS PLANNED BY RTO | |  |
| (Relates to Section 10 of Management Plan) | |  |
| RTO has been made aware of permissions and protocols required for excursions planned and conducted by them. (Excursions organised by TAFE Colleges are covered by DTWD [*Duty of Care Policy for Minors Attending TAFE Colleges*](http://www.dtwd.wa.gov.au/sites/default/files/uploads/dtwd_tafeminorspolicy_version5_july2016.pdf).) | |  |
| 1. COMPLETE EMERGENCY RESPONSE PLANNING | |  |
| (Relates to Section 11 of Management Plan) | |  |
| An appropriate emergency response plan has been established for general and individual emergencies. | |  |
| The school has provided a list of the names of participating students, contact telephone numbers, relevant student medical information and health care authorisations for the RTO and other staff involved. | |  |
| 1. INFORMATION TO PARENTS FOR THEIR CONSENT | |  |
| (Relates to Section 12 of Management Plan) | |  |
| Parents/guardians of student participants have been provided with full details of the  program including costs, insurance and nature of the training environment. | |  |
| Student participation is subject to receipt of the signed parent consent form.  RTO has obtained relevant permissions and up-to-date health care information from parents. | |  |
| 1. RETAIN PROGRAM RECORDS |  | | |
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| Relevant program details will be retained. |  | | |
| 1. GAIN APPROVALS |  | | |
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| Appropriate approvals have been gained. |  | | |

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| ***VET Coordinator*** \_***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
| *I am satisfied that the management plan for this program meets Duty of Care for Public School Students Policy requirements. I approve the students named in the attachment to participate in this program.*  ***Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |