



AUSTRALIAN
LEADING
INSTITUTE OF
TECHNOLOGY

Australian Leading Institute of Technology

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No.4.1.2: Student Excursion Policy and Procedure

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	ESOS National Code 2018 – Standard: 2.1.10; 5.3.4; 6.3; 6.5; 6.6; Standards for RTOs 2015 – Standard: 1.3(b); 1.3(c); 1.3(d); 1.7;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

This policy has been developed ALIT believes that culture and language are interwoven, and it is difficult to learn a language without learning the aspects of the culture from which the language arises.

Objective

The ALIT encourages students to participate in excursions and outings to contribute a cultural component to their English language learning.

Scope

This policy will apply to all current, prospective and previous students, staff and other ALIT stakeholders.

Procedures

	Description	Responsibility
1.	<p>The completed form accompanied by the excursion day lesson plan must be submitted to the Academic Manager at least 10 days prior to the date of excursion.</p> <p>Teachers will be notified as to whether their request for the excursion has been approved or disapproved within 24 hours.</p>	<p>PEO Teacher CEO</p>
2	<p>On the excursion days, teachers and students must be present at the ALIT at the specified time. Students must be accompanied by their Trainer whilst they are leaving the ALIT as well as whilst they are on the excursion.</p>	<p>PEO Teacher CEO</p>
3	<p>Teachers must accompany those students who are not able to go on excursion to another class, if possible. Otherwise, these students will be assigned homework and supervised by another Trainer at the ALIT.</p>	<p>PEO Teacher CEO</p>
4	<p>Teachers and students must not use private cars. The only acceptable mode of transport is the public transport system such as trains, trams or buses. Teachers are encouraged to choose places for their excursions that are in close proximity to the ALIT.</p>	<p>PEO Teacher CEO</p>
5	<p>Students need to be informed of their excursion at least one week prior to the excursion. Teachers may inform students in the class, individually, or by putting the date and the destination on the students' notice board.</p>	<p>PEO Teacher CEO</p>

6	Excursions that are not in line with the level's curriculum or do not support a student's learning outcomes cannot be considered as a part of the 20 hours of face-to-face teaching, and therefore will be refused by the Academic Manager.	PEO Teacher CEO
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General Guidelines

Excursions give students and teachers the opportunity to engage outside a classroom setting, as well as giving the students an opportunity to use the language which they are learning. The ALIT strongly encourages all its teachers to take students on a short trip excursion once a month.

Determining the educational value of an excursion, it must take into account the needs and resources of the ALIT, the needs of the students and the total learning program.

1. Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.
2. A duty of care is owed to students in the ALIT environment and while on excursions.
3. A risk assessment is to be conducted before seeking approval for any excursion.
4. ALIT must have signed Excursion consent forms from the students prior to participating in excursions.
5. Safe transport or a safe walking route is to be organised for excursions.
6. Students must always behave appropriately while on excursions, including when animals are encountered.
7. The student should have been informed of the excursion's time and date at least seven (7) days prior to the day of excursion.
8. The activities on the excursion should be in line with the designated learning outcomes of the lessons of the week.

9. Teachers should have submitted the completed Excursion Request form and the lesson plan of the excursion day to the Academic Manager at least 10 days earlier.
10. Teachers must have CEO's approval for the excursion.

Guidelines for Teachers

The ALIT advises that the excursion must be closely linked to the curriculum as well as targeting the same learning outcomes in the class. The excursion requests that are found irrelevant to the thematic curriculum cannot be approved. The teachers should discuss their excursion plan with CEO prior to seeking approval.

Version Control:

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