



## Travel Arrangements for VET Policy 2018-19

**Policy:** Al-Taqwa College aims to provide VET for students in VCE & VCAL as a way of enabling students to explore and complete further study. VET subjects are offered to students in year 10, 11 & 12 where students undertaking a VET subject in VCAL may be required to travel to an external location. Students may travel to the external location via the way of the parents' supervision, public transport or the 'Bus Service' offered in the 'Wyndham VET cluster'.

It is our duty of care to insure students have made and understand the travel arrangement policies and it is 'Al Taqwa's' duty to insure students are safe during these processes. In adherence with the 'Victoria Department of Education's Child Safe Standard: 'Commitment to Child Safety' and 'Code of Conduct' policy that all staff involved in VET/VCAL including the 'Principal' are committed to providing every child with a safe environment when attending school as well as attending a VET subject in the 'Wyndham Cluster'.

**Note:** 2018- students were not permitted to use and did not use the bus service provided by the 'Wyndham VET Cluster'.

**Users:** All staff (Principal, VET teachers, VCAL teachers & VCAL/VET coordinator)

Who	Steps	Clarification
Principal	<p>Prior to attending/enrolling to VET</p> <p>During VET subject/course</p>	<ul style="list-style-type: none"> <li>• Principal must be aware of all travel arrangements organized and accessible to students who are attending external VET subjects to the school.</li> <li>• Principal must approve all travel arrangements made for VET subjects delivered externally.</li> <li>• Principal will and must be informed of any changes in the process of travel arrangements.</li> </ul>

		<ul style="list-style-type: none"><li>• Principal must be aware and officially aware of the route the bus service will take when transporting students.</li></ul>
VET/VCAL Coordinator	<p>Prior to attending/enrolling to VET</p> <p>During VET subject/course</p>	<ul style="list-style-type: none"><li>• Will provide parents and students with the correct information on using the bus service offered to students at the school.</li><li>• Ask parents for consent for students who are under the age of 18 and wish to use this service.</li><li>• Comply with and sign the appropriate agreement with the Bus service provider or entity providing the bus service.</li><li>• Insure the bus services are safe to use and comply with our schools 'Child Safety' policy.</li> <li>• Monitor student's attendance and usage of the bus service during the current agreement of using the bus service.</li> <li>• Continuously check the bus service facilities and insure the facilities are safe and meet our 'Child Safety' policy.</li></ul>

VET teachers	Prior to attending/enrolling to VET	<ul style="list-style-type: none"> <li>• Will provide parents and students with the correct information on using the bus service offered to students at the school.</li> <li>• Ask parents for consent for students who are under the age of 18 and wish to use this service.</li> <li>• Comply with and sign the appropriate agreement with the Bus service provider or entity providing the bus service. ( <b>the VET teacher may need to assist the VET coordinator in complying and getting consent from parents</b>)</li> <li>• Insure the bus services are safe to use and comply with our schools 'Child Safety' policy. ( <b>the VET teacher may need to assist the VET coordinator in this</b>)</li> </ul>
	During VET subject/course	<ul style="list-style-type: none"> <li>• Monitor student's attendance and usage of the bus service during the current agreement of using the bus service.</li> <li>• Continuously check the bus service facilities and insure the facilities are safe and meet our 'Child</li> </ul>

		Safety' policy.
Parent	<p>Prior to the placement</p> <p>During the placement</p>	<ul style="list-style-type: none"> <li>• Read and understand all information passed on by the college in regards to the 'Travel arrangements'.</li> <li>• Give consent before their child(s) is allowed to use in such services.</li> <li>• Be aware when the child(s) is using the service</li> </ul>
Student	<p>Prior to the placement</p> <p>During the placement</p>	<ul style="list-style-type: none"> <li>• Read and understand all information passed on by the college in regards to the 'Travel arrangements'.</li> <li>• Submit from their parent guardians, consent form before their child(s) is allowed to use in such services.</li> <li>• Always act responsibly while using the service and take into account other users.</li> </ul>