

# Training for people aged under 18

## 1. Purpose

To ensure that GSD meets its legal and ethical requirements to properly care for students aged under 18.

## 2. Scope

This policy relates to all students who are under the age of 18.

## 3. Principles

- a) GSD does not accept enrolments from any students aged 13 years old or under.
- b) Written parental consent and contact details are required prior to enrolments being approved for students aged under 18.
- c) GSD is responsible for protecting the welfare of students aged under 18 whilst they are engaging with GSD and are responsible for assessing and managing risks to health, safety, and wellbeing and providing appropriate levels of supervision.
- d) All GSD trainers/assessors must hold a current Working with Children Check (NSW), and a Working with Vulnerable People Check (ACT) relevant to the state in which they are working, and supply copies of their checks to GSD.
- e) To protect students who are under 18 GSD will ensure that staff understand “mandatory reporting requirements” under relevant state and commonwealth legislation.
- f) GSD trainers and assessors must take reasonable steps to ensure that teaching and learning activities are suitable to the students’ maturity and learning needs.

## 4. Roles, responsibilities, and delegations

This section should be used to list the roles and responsibilities related to this policy.

Role	Responsibility
GSD administrators	Confirm parental consent and contact details prior to approving enrolment Informing trainers/assessors of students aged under 18 in scheduled sessions
Trainers/Assessors	Participating in internal training on mandatory reporting Assessing and managing risks in the learning environment Providing appropriate levels of supervision for students under the age of 18 Maintaining current relevant checks and providing evidence of checks to GSD Reporting of suspected abuse of people aged under 18 to authorities as specified in state/territory legislation “mandatory reporting requirements”
National Compliance Manager	Ensuring all trainers/assessors meet the requirements of this policy prior to engaging in training with people aged under 18.

CEO	Responding to and managing complaints or incidents involving people aged under 18.
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<b>Information</b>	
Version	1.0
Approval Date	30/6/2022
Effective Date	30/6/2022
Review Date	30/6/2023
Policy Owner	CEO/Managing Director
Approving Authority	CEO/Managing Director
Legislation and Standards	Standards for RTOs
Related policies and procedures	Application and enrolment policy Student conduct policy Student equity and access policy
Related forms	Enrolment form