

Guidance and Support Procedures

1. INTRODUCTION

This policy is to ensure Students are provided with adequate access to appropriate cultural and academic guidance and support systems, which will be supported by staff and which will actively support students to maximise their performance and wellbeing to help achieve qualifications towards industry standards.

2. POLICY

- 2.1 Administration staff will ensure that updated information for student services is displayed with relevant information and handouts on site which will be accessible at any time for students.
- 2.2 Administration staff will
 - 2.2.1 provide students with brochures and student handbooks containing course information and services available.
 - 2.2.2 Ensure that assessment of student needs for learning guidance and support will take place and will also incorporate industry standards.
 - 2.2.3 Engage the services of support agencies that are necessary for our students to achieve their goals and maintain personal wellness.
 - 2.2.4 Ensure that individual programmes for students, which are interrelated to course objectives or unit standards, will be conducted with students alongside the industry sector.
- 2.3 Administration staff and/or tutors will arrange visits for students to appropriate social service providers and Government services as required.
- 2.4 Tutors will provide information for students on other training available. This may be through field trips, Internet access and resources folder.

3 RESPONSIBILITY

- 3.1 Training Manager is to ensure that Tutors and Administrator meet these standards.

4 COMPLIANCE

- 4.1

5 REFERENCES

- 5.1