

LIVE WORK – ON/OFF CAMPUS ACTIVITIES PROCEDURE (VET)



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1 PURPOSE

- 1.1 This procedure outlines the principles for managing live work and the processes applicable to live work undertaken as part of a vocational education and training (VET) course of study delivered by CQUniversity.

2 SCOPE

- 2.1 This procedure applies to live work undertaken as part of a VET course of study delivered by CQUniversity, and employees and students undertaking CQUniversity live work activity.

3 PROCEDURE

- 3.1 Live work is undertaken as part of a program of study to assist students to achieve the approved learning outcomes of a course or unit of competency.
- 3.2 The following principles apply when establishing and implementing live work:
- live work must directly relate to approved learning outcomes
 - live work must be approved by the Deputy Dean VET before its implementation
 - live work must be costed based on the University's relevant pricing policy documents
 - live work must be ethical and consistent with the University's [Code of Conduct](#), i.e. the live work must not involve a conflict of interest or create a perception of personal gain for employees or students
 - live work must be assessed for risk before its implementation to ensure risks are identified and managed effectively
 - live work, its costs, use of resources, and compliance with relevant legislation (e.g. health and safety) and policy documents (Code of Conduct, pricing procedures) must be monitored to ensure it meets its objectives and is consistent with this procedure.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Deputy Vice-President (VET and Business Development) is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Live work: relates to work and outputs by employees and/or students for the purposes of VET that bring the activity into direct contact with the community. Live work is undertaken to assist students to achieve learning outcomes as part of their approved program of study. Live work does not include practical classroom activity or outputs where there is no contact with the community. Examples of live work, includes but is not limited to:

- providing service to the public, for example in University restaurants, hairdressing or beauty salons
- manufacturing and/or repairing activity, for example, of registered vehicles, equipment (mechanical or otherwise)
- production of creative works, such as artworks
- constructing buildings (for public or private use), and
- landscaping.

6 RELATED LEGISLATION AND DOCUMENTS

[Code of Conduct](#)

[Disclaimer/Indemnity for Live Work Activities Form](#)

[Job Safety Analysis Form](#)

[Live Work Planning Sheet and Checklist](#)

[National Vocational Education and Training Regulation \(Transitional Provisions\) Act 2011](#) (Cwlth)

[Off Campus Live Work Application Form](#)

[Practical Assessment Simulated Workplace/Observation: Real Time Hazard Analysis Take 5 Principles](#)

[Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

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