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 staff and students undertaking CQUniversity live work activity.

2.2 For any clarification on how this procedure applies, refer to the Administrator (in the Approval and Review table below).

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:
   a) live work must directly relate to approved learning outcomes
   b) live work must be approved before its implementation
   c) live work must be costed based on CQUniversity's relevant pricing policies and procedures
   d) 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 staff or students
   e) live work must be assessed for risk before its implementation to ensure risks are identified and managed effectively
   f) live work, its costs, use of resources, and compliance with relevant legislation (e.g. health and safety) and policies and procedures (Code of Conduct, pricing procedures) must be monitored to ensure it meets its objectives and is consistent with this procedure.
3.3 The steps to follow in relation to live work activity undertaken on or off campus are in Appendix 1: Live Work Steps Flowchart (below).

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 The Administrator is responsible for ensuring compliance with and monitoring implementation of this procedure and to undertake reviews as required.

Reporting

4.2 No additional reporting is required.

Records management

4.3 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

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 staff and/or students for the purposes of vocational education and training 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 VET Regulator Act 2011 (Cwlth)
Off Campus Live Work Application Form
Practical Assessment Simulated Workplace / Observation: Real Time Hazard Analysis Take 5 Principles
Standard for Registered Training Organisations (RTOs) 2015 (Cwlth)

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.
## Approval and Review Details

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<td>Administrator</td>
<td>Pro Vice-Chancellor (VET Operations and Growth)</td>
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9 APPENDIX

Appendix 1: Live work on/off campus steps flowchart

Responsibilities

1 - 3 Teacher/Tutor

1. Consider and plan activity to support learning outcomes and program requirements. Costing should be included as part of course planning.

4. Teacher/Tutor/ Discipline Manager

2. Ensure CQI-FRM264 Disclaimer/Indemnity Form for Live Work Activities is completed by participant. (See Qualifying Remarks)

3. Initiate preliminary contact with industry or commerce to gain their support and initial approval for the activity.

4. Detail proposal on CQI-FRM287 Off Campus/Live Work Application (including Live Work Planning Sheet and Checklist CQI-FRM 286) – Off Campus/Live Work Activity Student List and forwarded to Discipline Manager for consideration. (See Qualifying Remarks)

5. Discipline Manager

5. Considers application and approves/does not approve of seeks more detail.

6. Admin Officer

6. Originals of forms forwarded to Administration Officer for recording. A copy is forwarded to the Work Unit for notification and listing on the course file.

Qualifying Remarks

2.1 Under the Code of Conduct no staff member is to allow live work to be conducted on their own personal equipment e.g. cars and computers.

2.2 CQI-FRM264 must be completed and signed if students want to work on their own personal equipment. Any parts required are to be purchased or supplied by the student at their own cost. A service charge may also need to apply and this will be determined by the nature of the activity, e.g. hairdressing costing structure.

2.3 CQUniversity students and staff undertaking CQUniversity live work activities follow the Real Time Hazard Analysis Take 5 Principles (CQI-FRM176).

2.4 In the trade delivery areas, students and staff are to follow the standard operating procedure and the Job Safety Analysis documentation (CQI-FRM176a).

4.1 Parental Authorisation sought where required Off Campus Minor Permission Slip CQI-FRM67.

4.2 Off Campus Minor Permission slip CQI-FRM67 to be filed with applicable class roll/s.

4.3 If Live work Activity, attach Live work Planning Sheet and Checklist CQI-FRM286.
7. Letters/emails forwarded to proposed sites or employers detailing activity, date of the activity, number of students and CQUniversity contact.

8. Prior to the activity commencing, participants to complete Disclaimer/Indemnity Form for Live Work Activities CQI-FRM264.

9. Prior to the activity commencing, contact is made with the proposed Site/employer to confirm the activity.

10. Participants inducted to site needs and expected learning.

11. Activity is commenced under supervision and progress monitored.

12. Activity is completed and letter/email of thanks forwarded to Sites/Employers.

End