

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



## CONTENTS

1	PURPOSE .....	1
2	SCOPE .....	1
3	PROCEDURE .....	1
4	RESPONSIBILITIES .....	2
	Compliance, monitoring and review .....	2
	Reporting .....	2
	Records management.....	2
5	DEFINITIONS .....	2
	Terms and definitions .....	2
6	RELATED LEGISLATION AND DOCUMENTS .....	2
7	FEEDBACK .....	2
8	APPROVAL AND REVIEW DETAILS.....	3

## 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:
- live work must directly relate to approved learning outcomes
  - live work must be approved by the VET Manager before its implementation
  - live work must be costed based on CQUniversity's relevant pricing policies and procedures
  - 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
  - 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 policies and procedures (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 Pro Vice-Chancellor (VET Operations and Growth) 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 University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

## 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 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](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Pro Vice-Chancellor (VET Operations and Growth)
Next Review Date	18/06/2022

Approval and Amendment History	Details
Original Approval Authority and Date	Institute Director (CQ TAFE) 08/09/2011
Amendment Authority and Date	Vice-Chancellor and President 12/06/2014; Vice-Chancellor and President 8/06/2016; Updated in new template Pro Vice-Chancellor (VET Operations and Growth) 03/05/17; Administrator Approved - Pro Vice-Chancellor (VET Operations and Growth) 18/06/2019.
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