

# 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 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 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.

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

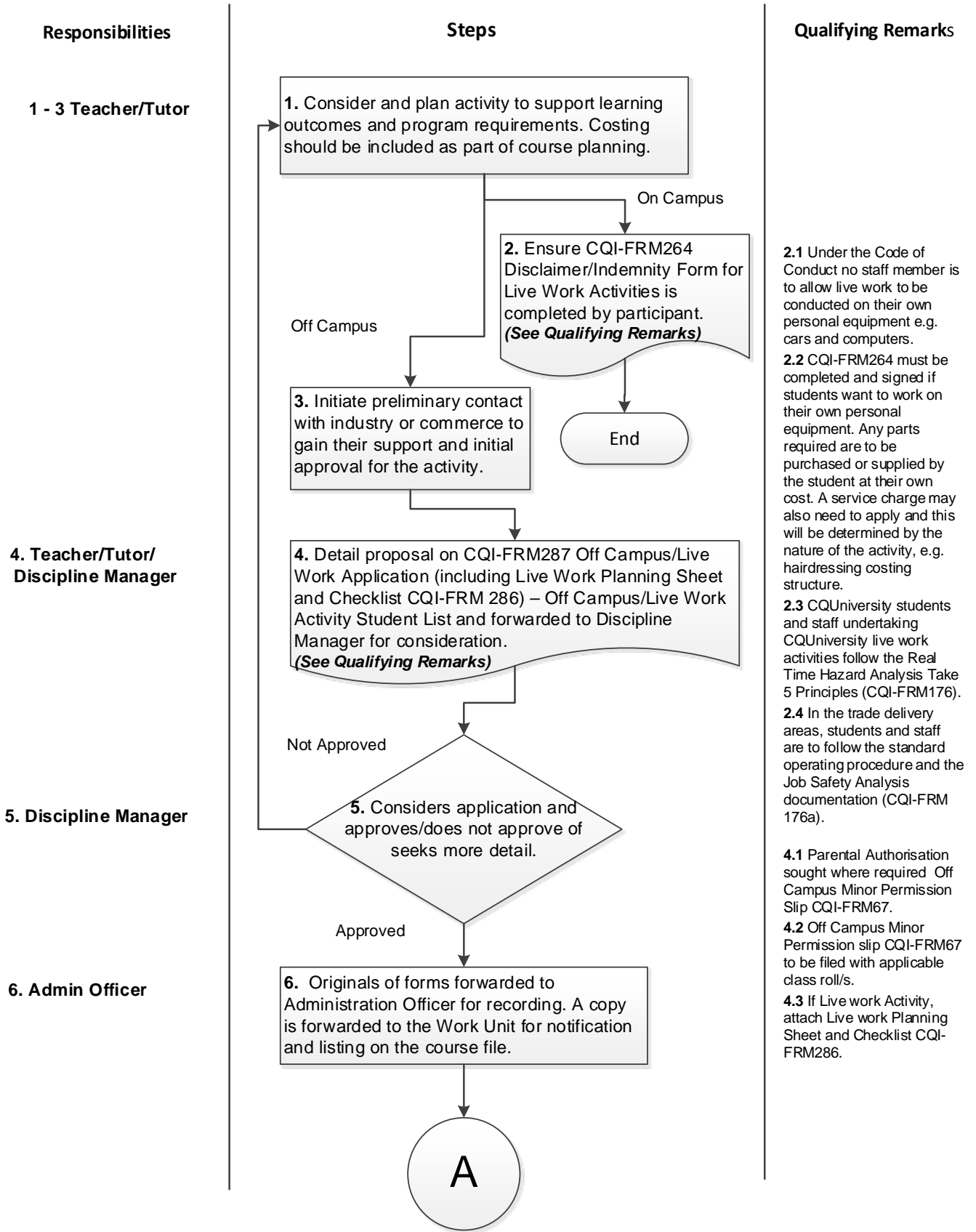
## 8 APPROVAL AND REVIEW DETAILS

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)
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Notes	

9 APPENDIX

Appendix 1: Live work on/off campus steps flowchart



**Responsibilities**

**Steps**

**Qualifying Remarks**

**7 - 11. Teacher/Tutor**

