

Alcohol and Other Drugs Policy – Higher Education Students

Policy Code: STU-002

Version: 8.0

Effective Date: 12 August 2020

Purpose

The College is committed to the concepts of prevention, counselling and rehabilitation.

The purpose of this Policy is to ensure that drug and alcohol which is illegal or detrimental to the health and well-being of higher education students, or which is not permitted by medical authorities is not tolerated by the College, and to provide a statement and guidelines for the prevention and management of issues resulting in the use of alcohol and other drugs in the the College Learning Community. The policy will also outline the College's initiatives to prevent the use of drugs and alcohol by higher education students while on the College campuses, at external clinical placements, planned excursions and overseas trips for clinical experience.

Definition of “College” – *In the higher education sector, the Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.*

Scope

- All campuses
- All higher education students
- All staff including contractors

Principles

The College, with its principles of natural medicine and well-being, is committed to:

- encouraging and assisting higher education students to realise their full potential within an environment that actively promotes their health, wellbeing and safety
- minimising alcohol and other drug related harm to individuals and the College learning community
- meeting legal and compliance responsibilities in all the College related activities
- encouraging and promoting a responsible attitude towards the consumption of alcohol
- ensuring that all members of the the College community share responsibility for protecting the academic environment by demonstrating high standards of professional and personal conduct
- taking appropriate action if alcohol and or other drug use is adversely affecting the health, safety or performance of an individual or group within the College community
- providing support wherever possible to higher education students who wish to address alcohol and other drug related issues which are currently affecting them or significant others.

The College does not, under any circumstances, condone or support the use, possession, cultivation or selling of illicit drugs or the misuse and abuse of alcohol, prescription or other medication.

The College is committed to effectively managing risk through policies and procedures that will:

- outline the responsibilities of staff and students
- specify emergency and security procedures to be followed in the event of an adverse alcohol or drug related incident.

The College realises its duty of care to ensure the health, safety and welfare of all members of the College community. All employees and students have a legal duty to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

Students (and employees) also have a duty to take personal responsibility for their own safety, concerns for the hazards they notice, as far as it is reasonably possible, and report any incident or hazards they are not able to deal with to a Lecturer, Heads of Department / Associate Heads of Departments, Clinic Supervisor or Student Adviser.

Students are to behave responsibly and with consideration for others at all times and not hinder other students from satisfactorily pursuing their studies.

Alcohol and other drug misuse is a social and health problem, which is responsive to prevention and appropriate intervention.

The inappropriate, irresponsible and unlawful use of alcohol or other drugs can adversely affect academic performance, health and safety, the rights and enjoyment of others and result in damage to property.

A comprehensive policy and implementation strategy will assist in addressing alcohol and other drug use and associated problems and reflect a commitment to the health, safety and welfare of the College community.

Objectives

The objectives of this Policy are to:

- maintain a safe and healthy work environment and promote awareness of personal safety and security
- encourage moderation and a responsible approach towards the consumption of alcohol
- reduce the costs of alcohol and other drug use to the organisation and to individuals
- address any workplace or clinic factors which may contribute to harmful alcohol and other drug use
- provide access to information on alcohol and other drug use and to encourage those with problems to seek assistance.

The College is committed to effectively managing risk through these policies and procedures that will:

- summarise the responsibilities of students
- set out emergency and security procedures that need to be followed in the event of an adverse drug or alcohol related incident.

Policy Statement

The College aims to create an environment where students are educated about drugs and drug issues, where unnecessary drug use is discouraged, and where approved medicinal drug use takes place in controlled circumstances. The College has a zero tolerance policy in relation to all illicit drug and alcohol use on campuses and facilities.

The College considers that the use of alcohol and other drugs is primarily a health issue for individual students. However, where a student's behaviour affects the health and safety of other students, staff and visitors to the College campuses and in particular clinic clients, the College is committed to appropriately managing the situation. This may include providing appropriate education and training (including information on prevention approaches and services available) to students and staff; supporting the students to address specific alcohol and other drug related issues.

The College is committed to the provision of a safe, healthy and productive place to learn by enforcing this strict no alcohol and other drugs policy.

The purpose of this Policy is to protect the safety and well being of students, staff and visitors to the campuses (such as student clinics) and the College is committed to maintaining a drug and alcohol free environment.

It is the College policy that while on any College campus, Student Clinic, external clinic placement, organised excursions, overseas clinic experience and travel to and from external venues, higher education students are not permitted to:

- be in possession of or smoke tobacco products – the College is a smoke free environment
- use, distribute, sell, be in possession of or impaired by drugs while on any College premises, external clinic placement or other College activities, except where the use or possession of drugs is lawful and prescribed by a medical practitioner
- be in possession of, consume or be under the influence of alcoholic beverages
- possess drug-related equipment such as syringes (unless prescribed for medical reasons with the knowledge of College staff), bongos and pipes etc
- possess, supply, use or be under the influence of illegal drugs
- be under the influence of prescribed medicines, except for medical reasons
- deliberately inhale solvents.

Irrespective of what individuals may think or feel, the law regarding the sale and possession of illegal drugs is clear, and penalties are provided for the prosecution of offenders.

The drugs which this Policy refers to are alcohol, tobacco, prescribed medicines, inhalants, marijuana, amphetamines, and other illegal substances.

The College supports good management practice and will achieve this by implementing this Policy, which will provide:

- education and Information
- organisational support
- support for prevention by enabling access to treatment and rehabilitation services
- assessment of the work and clinic environments to identify conditions which may contribute to alcohol and other drug problems.

In the spirit of its zero tolerance policy, the College requires that:

- higher education students should not be adversely affected by alcohol and other drugs whilst engaged in any the College activities, in particular in the student clinics where they are interacting with the public
- higher education students should observe local, state and federal laws in relation to using, possessing, giving or selling alcohol and other drugs.

The College recognises that the harmful use of drugs and alcohol in the workplace can create a range of potential health and safety risks to staff, students and clients of teaching clinics. The College would like to highlight to all persons involved with the College that statistics show around 25% of workplace accidents, and up to 30% of workplace fatalities involve workers under the influence of alcohol. It is clear that alcohol and other drugs (whether those drugs are recreational drugs or prescription medicines) can have a serious effect on all persons involved with performance and safety in the the College workplace.

Alcohol and other drugs can affect:

- hand-eye coordination

- vision
- awareness
- perception
- decision making ability and mood.

Alcohol and other drug problems can not only lead to increased incidents of accidents in the work place and student clinics, but also increased levels of absenteeism and decreased levels of productivity for staff and students.

The College will undertake to prevent and reduce the harmful use of alcohol and other drugs as far as possible. The College will:

- define what is acceptable and unacceptable behaviour in regard to alcohol and other drug use within the College learning community
- provide guidance and training to staff on how to manage a student who is under the influence of alcohol and / or other drugs
- provide guidance to staff on how to intervene with a student who demonstrates, or is suspected of being at risk of, problematic use of alcohol and / or other drugs
- refer cases to relevant agencies and authorities where necessary
- ensure access to confidential assessment, counselling and intervention programs via Student Services or other services such as Drug and Alcohol Services of the relevant state where the student is enrolled.

The College recognises there is no uniform method available to assess the risks of alcohol and other drug consumption in the workplace. The severity of drug effects is different for each person and the potential risk caused by drug impairment varies according to the task being performed. Campus and Clinic Managers, lecturers, Clinic Supervisors and any relevant employees should assess each case individually by taking into account the person involved, the type of work being performed and the risk created by the individual being affected by alcohol and / or other drugs. Commonsense should prevail.

Education

The College acknowledges its responsibility to both the higher education student and wider community to prevent and minimise the harmful use of nicotine, alcohol and other drugs. Drug education is part of the current curriculum in the professional health courses provided by the College. The College provides education about drugs and drug issues including the use of:

- nicotine, including smoking prevention and cessation
- alcohol, including binge drinking and drink driving
- medicinal drugs
- illegal drugs including but not limited to cannabis, heroin, cocaine, steroids and amphetamines
- illegal use of inhalants
- drug use related to HIV infection
- social impact of illegal drug use.

The College aims to promote self respect, and encourages higher education students to take responsibility for their own behavior. Opportunities will be taken to build the skills which enable students to resist peer and societal pressures, and to make responsible life-style choices.

Responsibilities of Staff

The College staff are responsible for setting parameters for acceptable behaviour and addressing inappropriate behaviour in students. Academic staff are not expected to diagnose or counsel students who appear to be misusing drugs or alcohol. However, all staff do have a responsibility, where appropriate, to confidentially encourage students to seek assistance if they believe misuse of alcohol or drugs is occurring.

Clinic Supervisors have a responsibility to be vigilant in respect to higher education students involved in Clinic practice who may be under the influence of drugs and alcohol as the safety of other students, staff and importantly the public must be a priority. Clinic Supervisors are responsible for identifying and addressing safety issues or impaired performance of higher education students resulting from alcohol or drug use. Clinic Supervisors must take action if there is a risk to the wellbeing of the student, other students, staff and the public.

All College staff have a responsibility to be vigilant in respect to students in any campus location, where safety issues or impaired performance resulting from alcohol or other drug use are identified. Staff must take action if there is a risk to the wellbeing or welfare of the student, other students, staff and the public.

Where the behaviour of a student is influenced by drug or alcohol use and this behaviour is improper, unsafe, or constitutes a risk to them or others, this issue must be addressed immediately. Staff members are to avoid acting in a manner that may itself be unsafe or aggravate the situation, and must bring the matter to the attention of their immediate supervisor. Where there is an issue of safety the relevant supervisor must be contacted to determine an appropriate management plan.

A member of staff who has a higher education student in a class who appears to be affected by alcohol or other drugs may:

- request that the student leave the class if their behaviour is distracting or disruptive. The staff member may insist that the student leave the class if the effect of alcohol or drugs leaves the student incapable of handling equipment safely or impairs the safe handling of equipment by other students.
- seek assistance from other staff members if the student resists appropriate advice or instructions about leaving the class, and
- at a subsequent meeting, encourage the student to seek assistance from a relevant Counselling service.

The staff member may request a higher education student to leave a class or clinic if they appear to be affected by alcohol or other drugs but should recognise when a student may be at risk, and therefore the staff member should make appropriate arrangements for assistance.

Senior staff on each campus are responsible for ensuring that all students and staff within their area of responsibility are familiar with this Policy and related implementation procedures. Senior staff have a clear obligation under the various state and federal Occupational Health and Safety Acts to ensure the health, safety and welfare of all employees, students and visitors to the College Campuses.

Lecturers, Clinic Managers and Clinic Supervisors have a particular responsibility for identifying and addressing safety issues or impaired performance, including those resulting from alcohol and other drug use. Staff must take action if there is an identified or perceived risk to the wellbeing or welfare of the student, other students, staff or clinic clients.

Lecturers, Clinic Managers and Clinic Supervisors are responsible for ensuring acceptable behaviour and addressing inappropriate behaviour in students. Lecturers, Clinic Managers and Clinic Supervisors are not expected to assess or counsel students who appear to be misusing alcohol and / or other drugs.

Where the behaviour of a student appears to have been influenced by alcohol and other drug use and this behaviour is inappropriate, unsafe or constitutes a risk to themselves or others, this issue must be addressed immediately. Staff members are to avoid acting in a manner that may itself be unsafe or aggravate the situation, and must bring the matter to the attention of their immediate supervisor, Director of Education, or Clinic Manager so the situation can be assessed from a security aspect, or contact police if deemed necessary.

Student Advisers, Student Services are responsible for, in relation to this Policy:

- recommending counselling for students who have behavioural problems including alcohol and other drug issues and / or referring on to other providers, e.g.: ADIS, as deemed appropriate
- keeping confidential records of all behaviour counseling recommendations and a record of the action taken
- participating in Student Discipline Conferences when required.

First Aid Officers are responsible for, in relation to this Policy:

The provision of emergency and appropriate treatment for persons suffering illness or injury on campus or clinic facilities. First aid is considered to be assistance given at the time of injury or illness and generally does not include follow up care except for the checking of or retreating of minor injuries. First Aid Officers will ensure that their training is current and approved.

Responsibilities of Students

The College expects all higher education students to ensure the safety of themselves and others at all times. Students should refrain from any conduct, including alcohol and other drug use that could adversely affect personal performance or the safety and wellbeing of self and others.

No students are to attend the College campuses whilst under the influence of alcohol and other drugs.

All higher education students are strictly prohibited from any involvement in student public clinics (on campus or external) when under the influence of alcohol and other drugs.

All higher education students are strictly prohibited from all College activities of any type when under the influence of alcohol and other drugs.

All higher education students shall not use, distribute, sell, be in possession of drugs or alcohol on any campus or clinic premises, except where the use or possession of drugs is lawful and prescribed by a medical practitioner.

Higher education students who take prescribed medications must check with the prescribing doctor or dispensing pharmacist to ensure the drug(s) will not affect their ability to function in all aspects of their studies. This is of particular importance in the student's involvement in laboratory studies and public student clinics (on campus and external). Where a higher education student is required to take prescribed medication and is concerned about the health and safety effects of this medication they must discuss their concerns with Senior Lecturers, Heads of Department / Associate Heads of Department or the Director of Education who will determine if there is a need to modify the students mode of study or involvement in clinic (on campus or external) activities on a short or long term basis. The specific type of response or modification will depend on the nature of the medication and the probability of problems arising.

The College supports a zero tolerance policy in relation to drug use. Any student found to have breached the College's policy against the possession, use, sale of, or impairment by drugs on any College premises, student clinic or external clinic placement will face immediate disciplinary action and is likely to be excluded from the College. Where the possession, use, or sale of drugs or alcohol constitutes a criminal offence, the appropriate authorities will be notified.

Any student who is convicted of an illegal drug-related activity outside of the College, including use, possession, manufacture, distribution or sale may be considered to be in breach of the *Student Code of Conduct - HE*. Higher education students have an obligation to report any conviction of any drug related offences to the Director of Education immediately upon being charged for such an offence.

Students are encouraged to seek assistance if they require support in dealing with an alcohol or drug problem.

Where a student fails to seek assistance for an alcohol or other drug problem and their behaviour is inappropriate, unsafe or impacts on the wellbeing or enjoyment of others, disciplinary action or other College procedures may be instituted.

The College will not accept any liability for any damage to an injured person, property or company facilities that occurs when enrolled students are in breach of this Policy. All liability will rest with the enrolled student who is under the influence of drugs or alcohol.

Higher education students who are aware that another student is affected by alcohol or other drugs should encourage the affected student(s) to seek assistance of their lecturers. If students are aware that another student is affected by alcohol or other drugs and when other students, staff or members or the public may be at risk, they must seek assistance from lecturers or other members of the College staff.

Risk Management Response for students believed to be under the influence of alcohol and / or other drugs on the premises

If a student appears to have an impaired capacity to function effectively or safely:

- a lecturer, clinic supervisor or relevant staff member has the responsibility to ensure the safety of the student, other students and staff
- a staff member should not accuse the student of alcohol / drug taking. The student could be tired, unwell or have a medical condition (e.g.: diabetes) that presents symptoms that may lead people to suspect alcohol / drug use. The student's impaired capacity to function effectively and safely is the issue and this should be the focus of any discussion or report on the incident
- approach the student calmly and quietly
- talk with the student confidentially and assess if the student is capable of working effectively or safely.

If the student is assessed as incapable of working effectively, being unsafe or a risk to others, the lecturer and other staff member may:

- disallow participation in class activities until the student is capable of working effectively
- quietly and respectfully remove or refuse admission to the classroom, laboratory, clinic or workshop until the student is safe to return
- escort the student to a sick room or clinic cubicle (where available) – ensuring supervision and attention of the first aid officer or / and suggest to the student that they may choose to “go home sick”
- discourage the student from driving. Allow the student to arrange alternative transport (e.g.: telephoning to arrange for their collection) or alternatively send the student home by taxi, ensuring that there is someone to receive them. (A taxi voucher charged to the student's fees may be used where the student has insufficient funds.) Staff cannot physically stop someone from driving. However, staff can consider phoning the Police if they believe this person is a danger to themselves or others.
- in an emergency situation contact the next of kin, as recorded on the student's enrolment records. When talking to the next of kin, state the student is unwell, rather than suggesting alcohol or other drug use.
- any behaviour that may have been influenced by a student's mental state or use of alcohol or other drugs does not in any way limit the responsibility of the student for the consequence of his or her actions
- students who are suspected of being under the influence of a substance are to be managed in the same way that any other student who is assessed as being unwell or unsafe would be managed.

Risk Management Response to an emergency situation where a student appears to be adversely affected by alcohol or drugs

If a student is seriously ill or potentially in need of urgent medical attention, an ambulance should be called immediately (Dial 000). Note: Ambulance fees are only incurred if a patient is transported. Where the student is transported, the fee is the responsibility of the student.

Staff members should:

- ensure the safety of yourself, others and the student
- get assistance from the first aid officer or other staff
- stay with the student until the ambulance arrives
- apply first aid principles (if appropriately trained)
- provide the ambulance officers with as much information as possible. In particular what and how many drugs have been consumed and any known medical conditions.

In an emergency situation contact the next of kin, as recorded on the student's enrolment records. When talking to the next of kin, state the student is unwell, rather than suggesting alcohol or other drug use.

Involving Police in suspected illicit drug incidents

Where it is necessary to involve police in response to incidents involving illicit drug activity, every precaution should be taken to ensure that the situation is handled in a manner that is least disruptive to the College learning environment.

Managing an illicit drug incident is primarily a police responsibility. Consequently, if the College personnel believe that an illicit substance is present, they must suspend any further investigations so as not to compromise police proceedings.

Each of the College Campuses will make arrangements with their local police to establish a working relationship with them. An established relationship will enable the College staff to more easily seek advice and clarification should a suspected incident occur.

Where a higher education student is suspected of selling illicit drugs, seek advice from police prior to taking any action.

The Police Drug Diversion Initiative (PDDI)

The Police Drug Diversion Initiative (PDDI) is part of a nationally agreed approach to illicit drugs that is being implemented in all Australian states and territories. The approach combines strong national action against drug supply with early intervention for drug users, to help reduce the prevalence of, and harms associated with drug use.

Under the scheme, Police Officers refer people using or in possession of small quantities of a drug to health services, rather than charging them. Under this initiative, students under the age of 18 years may be diverted by Police to a health service assessment if they are:

- in the possession of cannabis and / or possessing equipment for use in connection with smoking or consuming cannabis
- possessing or using an illicit drug other than cannabis and / or possessing equipment (other than syringes) for use in connection with using that drug; or
- illegally possessing or using prescription drugs.

Police also have the power to divert students over the age of 18 years to a health service assessment for offences that involve:

- possession or use of an illicit drug other than cannabis and / or possession of equipment (other than syringes) for use in connection with that drug.

People who are alleged to have committed any other kind of cannabis or illicit drug offence (for example selling illicit drugs) are not eligible for the Drug Diversion Initiative and will be administered by the criminal justice system.

Approved Drug Use

Medicinal Drug Use – higher education students who need to use medicinal drugs within the College jurisdiction should provide information about their required medications to Student Services and this will be noted in the Student's Record, but treated with strictest confidence.

Indiscriminate use of non-prescribed medicines is discouraged.

Needle use and disposal – higher education students who need to use hypodermic needles for the administration of medicinal drugs must record this use with the College, and instructions will be given about the procedures for the disposal of syringes.

Students at risk of / or experiencing problematic alcohol and other drug related issues

Higher education students with alcohol and / or other drug issues are at risk of not completing their course or disengaging from the College. The College will:

- facilitate or support students with alcohol and other drug issues in seeking access to support and counselling, to address the problem and / or underlying issues
- maintain confidentiality and privacy including, where possible, any records and information regarding alcohol and other drug related problems disclosed to the College by the student unless the student provides consent for the information to be given to others
- support the student to reassess and manage their workload if necessary, while undertaking assessment and counselling.

Action

Incidents of breaches of this *Alcohol and Other Drugs Policy – Higher Education Students* will be investigated by relevant College staff and the Director, Student Services and Retention. Higher education students are advised to seek assistance from Lecturers, Clinic Supervisors, Heads of Department / Associate Heads of Department, or the Director of Education. Disciplinary actions will be dependent on the circumstances and previous behaviour of the student. The policy applies to all College campuses and external College activities.

Consequences may include:

- counselling or referral to outside agency
- suspension from College and enrolled courses
- informing police
- withdrawal from College and enrolled courses with no refund of any fees paid to date of offence.

All incidents must be documented fully.

Definitions

ADIS - The Alcohol and Drug Information Service is a 24-hour confidential telephone information, counselling and referral service.

Alcohol and other drug related incident can include:

- a suspected illicit drug occurrence on campus or in student clinics
- the management of students adversely affected by alcohol and / or others drugs on campus or teaching clinics.

Alcohol and other drug related issue can include:

- students who are at risk of disengagement from the College due to their own use of alcohol and / or other drugs
- students at risk of harmful alcohol and other drug use due to difficulties encountered while a student at the College
- students who are adversely affected by alcohol and other drugs while on campus
- students who are affected by the alcohol and other drug use of significant others / peers
- students who are concerned about the alcohol and other drug use of significant others / peers.

Drug - "A drug is any substance which, when taken into the body, alters its function physically and / or psychologically" (World Health Organisation, 1981)

This includes:

- ⊙ **Illicit drugs** - Drugs that are not permitted or sanctioned by law. Includes those drugs for which the production, sale, possession or use is prohibited, e.g.: cannabis, amphetamines, heroin, ecstasy. It is also illegal for a person to use a prescription drug that has not been lawfully prescribed to them.
- ⊙ **Licit drugs** - Drugs that are permitted or sanctioned by law e.g.: alcohol and tobacco.
- ⊙ **Substances / Prescription drugs** - A drug that is regulated by legislation that requires a doctor or dentist's authorisation before it can be purchased from a pharmacy. The term is used to distinguish it from over-the-counter drugs that can be obtained without a prescription. See also [Medicinal Drugs](#).

First Aid Officers:

- ⊙ **First Aid personnel** - employees holding current approved first aid qualifications. Ideally candidates for training should be volunteers in good health, able to communicate effectively and be readily available at the work site.
- ⊙ **Designated First Aid officer** - the first aid officer in the work group with extra first aid duties and responsibilities who will be eligible for the first aid allowance.
- ⊙ **First Aid service** - the provision of emergency and appropriate treatment for persons suffering illness or injury at work. First aid is considered to be assistance given at the time of injury or illness and generally does not include follow up care except for the checking of or retreating of minor injuries.

Medicinal Drugs - Refers to all drugs and medications which are recommended or used for medicinal purposes and drugs that have been prescribed by a medical practitioner and also includes drugs which have been purchased from a pharmacy or elsewhere for the purpose of assisting with the treatment of illness.

Natural Justice Principles - Principles that ensure justice is not only done, but seen to be done. In procedural terms, a decision maker should not only act in good faith and without bias but should also grant a hearing to any person whose interests will be affected by the exercise of that decision before the decision is made. The respondent must be given full details of the matter.

Student Services Staff - Staff who provide a comprehensive range of services to support students in their educational, vocational, cultural, social and personal development and success.

Student - is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.



Unapproved drugs - Refers to illegal drugs and to medicinal drugs which are being used for unapproved purposes. Unapproved purposes include the unnecessary taking of drugs in amounts which exceed the dose recommended for that particular drug.

Related Procedures

Not Applicable

Further Information

Related Policies

Student Code of Conduct – HE

Student Misconduct Policy – Higher Education

Related Documents

Not Applicable

Guidelines

Not Applicable

Benchmarking

Not Applicable

Supporting Research and Analysis

Harm minimisation is the drug education strategy recommended by the National Drug Strategy and is the education approach encouraged by the College. Harm minimisation takes into account the relationships between people, their drug use and the environment in which their drug use occurs. A harm minimisation approach teaches targeted strategies designed to have maximum impact in reducing negative effects of drug misuse.

Outcomes of harm minimisation approach include:

- Prevention of drug misuse
- Early intervention
- Specialist treatment
- Supply control
- Safe and responsible administration
- Abstinence
- Reduction of harmful consequences of drug misuse for the community
- Educated decision making.

Related Legislation

Work Health & Safety Acts for Queensland, New South Wales, Victoria, South Australia, Western Australia

Controlled Substances (or equivalent) Acts for Queensland, New South Wales, Victoria, South Australia, Western Australia

Young Offenders (or equivalent) Acts for Queensland, New South Wales, Victoria, South Australia, Western Australia

Liquor Licensing (or equivalent) Acts for Queensland, New South Wales, Victoria, South Australia, Western Australia

Review and Approval

Policy Author

Director of Student Services and Retention

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Approval Body

Academic Board

Meeting date: 25 November 2010

Endorsement Body

College Council

Meeting date: 10 December 2010

Policy Status

Revised

Responsibilities for Implementation

- Clinic Managers
- Director, Student Services and Retention
- Heads of Department / Associate Heads of Department

Key Stakeholders

- Clinic Managers
- Director of Education
- Director, Student Services and Retention