BOX HILL INSTITUTE

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Section: 2. Learner Services
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BOX HILL INSTITUTE

Student Welfare & Support - BHI and CAE

Purpose
To articulate Box Hill Institute/CAE approach to providing a supportive environment for students whilst complying with all relevant Commonwealth and State legislation designed to protect students from harm.

Scope
The policy applies to all Box Hill Institute/CAE students undertaking studies in Australia.

Policy Statement

Box Hill Institute/CAE will support the welfare of our students by providing access to Student Life services free of charge to assist those dealing with issues which may have an adverse impact on their studies.

Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Group Code of Conduct for Employees.

All student students are expected to conduct themselves in accordance with the Box Hill Institute Group Student Code of Conduct.

Definitions	Nil
Related Procedures	The following procedures are linked below: • Student Conduct Management Procedure – BHI and CAE • Learners with a Disability Procedure – BHI & CAE • Complaint Procedure: Student, Customer and Stakeholder • Child Safe Procedure - BHIG
Related Operating Guidelines	• Instructions for Student Illness, Accident and Emergency • Early Action Kit – BHI & CAE (version 2.2016) • Learners with a Disability Policy - BHI & CAE • Disability Action Plan – BHIG 2016-2018 • Box Hill Institute Wurreker Implementation Plan • Student Conduct Management Policy – BHI & CAE • Student Orientation and Induction • Student Code of Conduct – BHI and CAE • Staff Code of Conduct – BHIG • Child Safe Code of Conduct - BHIG
Related Forms	See linked forms below.

Related Legislation and Regulation	Occupational Health & Safety Act 2004 (Vic) Work Health & Safety Act 2011 (C'wealth) Victorian Equal Opportunity Act 2010 Disability Discrimination Act 1992 (C'wealth) Disability Standards for Education 2005 Disability Act 2006 (Victoria) Victorian Information Privacy Act 2000 Health Records Act 2001 VRQA Standards for non-school secondary providers Higher Education Standards Framework (Threshold Standards) 2015 Child Safe Standards
Records	Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.
Review	This policy and any associated procedures must be reviewed no later than five (5) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re- approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.
Approval Body	CEO under delegation from the Board
Endorsement Body	Executive Management Team
Document ID	POLSA29
Date Approved	3 March 2014
Owner	Executive Director Educational Delivery
Author	Executive Manager Student Life

Date	Amended by	Changes Made
March 2018	Executive Manager, Student Life	Minor Administration Changes - update of standards, procedures and guidelines

Linked Files

1. Student Orientation and Induction
2. Learners with a Disability Policy – BHI and CAE
3. Learners with a Disability Procedure – BHI and CAE
4. Disability Action Plan 2016-18
5. Reasonable Adjustment – BHI and CAE
6. Instructions for Student Illness, Accident and Emergency
7. Early Action Kit– BHI and CAE (version 2.2016)
8. Student Conduct Management Policy – BHI and CAE
9. Student Conduct Management Procedure – BHI and CAE
10. Children on Campus Policy - BHI and CAE
11. Wurreker Implementation Plan 2018
12. Complaint: Student, Customer and Stakeholder Policy and Procedure
13. Child Safe Policy – BHIG
14. Student Conduct Management Policy
15. Student, Customer and Stakeholder Complaints Policy

16. Student Commitment
17. Notice of Appeal Form

Linked Documents:

2016-2018 Disability Action Plan - BHIG (Version 2016.1) [399 KB]

Child Safe Procedure - BHIG (Version 2017.2) [233 KB]

Complaint Procedure: Student, Customer and Stakeholder (Version 2017.3) [156 KB]

Complaint Work Instruction - Student, Customer and Stakeholder (Version 2017.1) [53 KB]

EarlyAction Kit - BHI & CAE (Version 2.2016) [1357 KB]

Guidelines for Orientation & Induction (Version 1.2014) [236 KB]

Instructions for Student Illness, Accident and Emergency (Version 1.2010) [120 KB]

Learners with a Disability Procedure - BHI & CAE (Version 2.2014) [119 KB]

Student Conduct Management Procedure (Version 2017.3) [148 KB]

Wurreker Plan 2018 (Version 2018.1) [649 KB]