

Welfare and Guidance Services Policy

Purpose:

To ensure that RTO 22215 maintains adequate standards for systems to support the welfare and guidance of students in compliance with the Standards for Registered Training Organisations (RTOs) 2025.

The participants in any course run by RTO 22215 will be made aware of relevant welfare and guidance services through the aNewSpring student portal. This includes links to welfare and support services provided by relevant industry racing bodies.

Examples include:

- Centre Against Sexual Assault (CASA)
- Centrelink
- Disability Employment Networks
- Department of Human Services
- Employment support services
- Emergency Accommodation and Support Enterprise Inc. (EASE)
- Local support services in the student's area, where applicable
- Welfare and support services provided by relevant industry racing bodies

Student Safety/Security Measures

Personal Safety

Everyone has the right to feel safe and secure while attending training sessions or working in stable environments as part of their course. It is important to have a plan of action to be better prepared in situations that may put your safety at risk.

The following suggestions are not meant to cover all possible measures but are a useful guide to follow.

Personal Safety Plan

Having your own individual safety plan means thinking about what action you would take should you be faced with a dangerous situation while attending training sessions or working in stable environments.

To formulate a plan, it may help to discuss its content with work colleagues, classmates, relatives or friends. It is important that you settle on a plan of action that suits you.

Remember:

- It is dangerous to assume that "it won't happen to me"
- The time taken in planning ahead is time well spent
- Feel confident and comfortable with the fact that it makes perfect sense to ask for help if your safety is put at risk
- Develop your own list of contacts who you are comfortable seeking advice or assistance from.

The following suggestions may assist you when setting out your own plan of action:

- Location of the most suitable car park. Is the area well lit?

- Where is the nearest public transport?
- Is the entry/exit you normally use to training or stable areas the safest?
- What is the safest path to use when walking to and from your training or work area? Is it well lit? Are there overhanging trees or shrubs that could provide cover?
- Is there a public telephone/mobile phone within the vicinity?
- Would you feel comfortable carrying a personal alarm?
- Have the telephone numbers of RTO 22215 staff or the local Police Station recorded in your mobile phone or address book.
- If confronted, is there a natural barrier (e.g., desk, counter, stable gate) you can place between yourself and the other person?
- Do you have anything in your training or work area that could be used against you (e.g. tape dispenser, pen, ruler, keys)? Where is the safest place to store these items?
- What is the most convenient escape route or nearest "safe place"?
- Is it possible to vary your times of entering or leaving the training or work area?
- Do you have a good knowledge of the training or work environment (e.g., location of toilets, nearest public telephone/mobile phone)?
- Contact numbers of people you trust for advice or assistance, should the need arise – friends, relatives, or RTO staff.

Working or Training After Hours

People who work or train outside of normal hours may need to vary their personal safety plan. The following suggestions are options to consider:

- Make sure someone else is present when you are in the training or stable area.
- Park in a well-lit area close to your work or training area.
- When leaving, pre-arrange to walk with a group if possible.
- Carry a personal alarm.
- Walk with a confident and purposeful stride at a steady pace.
- Have RTO 22215 staff contact numbers recorded in your phone or address book.
- Use only well-lit pathways.
- Carry your keys in your hand for quick access to your vehicle, workplace or training area.
- If followed or confronted, change directions and go to your "safe place."
- A mobile phone may help you feel more secure.

Classes will be timetabled where possible between 8:00 am and 6:00 pm (7 days a week). For students involved in trials or racing outside these hours, safe transport should be organized. If personal transport is unavailable, discuss options with stable staff for transport to a safe hub or home.

Working in a Racing Industry Stable

When working in a racing industry stable it is important to:

- Wear correct PPE at all times during practical activities in stables or track areas.
- Do not handle horses without support being available in case of an incident.
- Do not handle a horse if you feel uncomfortable with its behavior or mannerisms.
- No alcohol or drugs are to be used when handling or working with horses, or when involved in the training or racing of horses. The rules of racing are clear and any breaches may result in penalties against your licence.

- Care should be taken to have at least one other person, preferably a staff member available if you are in the stable facility after normal work hours.