

Student Learning Off-Campus Procedure

Controlled Document – refer to Intranet for latest version

Category: Academic	Date Created: August 2005
Responsibility: Director Academic Development	Date Last Reviewed: May 2016
Approval: Executive Director Development & Applied Research	Version: 16.1

Scope

This procedure does not apply to work place or clinical placement situations. These are covered by the Student Work Experience and Clinical Components Procedure.

Off-campus learning is defined as any required learning experiences that take place away from an approved UCOL instruction site. It includes but is not necessarily limited to:

- supervised educational visits/trips or activities with the lecturer in attendance;
- supervised educational visits/trips or activities with a contracted provider;
- lecturer-directed unsupervised educational visits/trips, or low-risk off-campus activities.

The off-campus learning may involve students travelling in UCOL vehicles, hired vehicles or their own vehicles.

For off-campus learning experiences involving a group of students participating in a low-risk visit, of short duration, close to campus, the form in Appendix A applies.

In circumstances involving off-campus team and group activities, adventures, events or overnight excursions which carry potential risks, the following steps are essential:

- learning outcomes are identified; and
- an assessment plan is provided (if applicable); and
- the *Off-site Trip or Activity Planner Form* is completed and left with a UCOL contact person;
- the *Risk Assessment and Management System (RAMS) template* is completed and lodged with the Health & Safety Manager; and
- a confidential Medical Disclosure Form is completed for any students or staff with pre-existing medical conditions.

Responsibility

Implementation of this procedure is the responsibility of all staff especially Programme Leaders /equivalent, Heads of Schools, Executive Deans.

The person leading the off-campus learning will ensure that the plan is approved by the Head of School/ Dean / Campus Principal or delegate within an appropriate time frame.

Procedure

1. Identify learning outcomes to be met, and specify if there are Compulsory Academic Requirements (CARs)
2. Check whether or not off-campus learning is specified in the course descriptor.
3. Prepare a detailed plan for assessment of learning outcomes (if applicable)

4. Estimate the level of risk involved to determine whether to complete Appendix A of this procedure, or to proceed to the *Off-site Trip or Activity Planner*.
5. If a student is driving a vehicle and carrying passengers ensure they are 25 years or over, with a current full licence (photocopy of licence to be attached to activity plan).
6. In the situation where the activity is local, of short duration and deemed to be low risk the following must be included in the low-risk activity plan (Appendix A):
 - Trip leader
 - Faculty/programme/course/learning outcomes
 - Destination – place, person, business
 - Date and time
 - Risk assessment of the venue/destination
 - Health and safety management
 - Transport arrangements
 - Trip approval
7. Any off-campus activity which does not fit into the above description requires completion of an Off Site Trip/Activity Plan and Risk Assessment Management (RAMS) forms. This involves:
 - An assessment of potential risks and how they are to be mitigated.
 - Identifying pre-existing medical conditions, disabilities and other factors which may preclude participation in these events, and what steps would be taken to ensure such students are not disadvantaged; and completing a confidential Medical Disclosure form.
 - Transportation responsibilities and requirements, including a transport plan.
 - Any recommended supervision levels for specified activities, the required experience or qualifications, and any specific equipment to be used.
 - Specifications of any notifications, consents or approvals to be obtained from any external agencies, and from students.
 - A Health and Safety plan which covers required experience and qualifications in such things as first aid, water and mountain safety, the equipment and personal effects to be carried and used, the establishment of pre-existing medical conditions and medications, adherence to UCOL's alcohol and substance abuse policies, and the identification of any climatic or external conditions that would preclude the activity occurring.
 - Identifying how both inward and outward contact with groups or individuals is maintained off-campus.
 - An itinerary of the planned activity which includes notification of departure, destination and return times and dates and an attendance list.

Relevant Legislation and/or Web Sites

- Health and Safety in Employment Act 1992
- Education Act 1989
- Crimes Act 1961
- Crown Organisations (Criminal Liability) Act 2002
- Maritime Transport Act
- [New Zealand Mountain Safety Council](#)

Related Documentation

- Education (Pastoral Care of International Students) [Code of Practice 2016](#)
- [Safety and EOTC: A good practice guide for New Zealand schools Ministry of Education 2002.](#)
- TEC Tertiary Funding Requirements
- [Student Work Experience and Off-campus Learning Policy](#)
- [Student Work Experience Procedure](#)
- [Assessment and Moderation Policy](#)
- [Moderation Procedure](#)
- [Assessment Procedure](#)
- [Alcohol Policy](#)
- [Drug Free Campus and Substance Abuse Policy](#)
- [Health and Safety Policy](#)
- [Activity Planning and Risk Assessment Management System \(RAMS\) Guidelines](#)

Forms to be completed

- [Off-Site Trip or Activity Planner Form](#)
- [Risk Assessment and Management System \(RAMS\) Template](#)
- [Medical Disclosure Form](#)

Attached

- Appendix A: Low-risk Off-campus Educational Visit, Local Trip or Activity Plan

APPENDIX A

Low-risk Off-campus Educational Visit, Local Trip or Activity plan

NB: This form is to be used for local educational visits and activities which are low-risk. For all other off-campus trips, events or activities you must complete the **Activity Planning and Risk Assessment Management System (RAMS) Trip Planner**.

Activity/Trip Leader:		Faculty:	
Programme:		Paper:	
This activity/off-campus visit/trip will meet the following learning outcomes:			
Is this activity a CAR (Compulsory Academic Requirement)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Activity/Visit/Trip (e.g. place, person, business):			
Date:		Time (from/to):	
Risk Assessment of Venue/Destination:			
Does this business have Public Liability Insurance?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Do they have a Fire Evacuation Plan?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Is there any risk associated with visiting this destination?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
Health & Safety Management:			
Do you need to take a First Aid Kit?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have students been informed of safety guidelines?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do any students need disability/access support?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
List attached of students who will be involved:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Transport arrangements:			
<input type="checkbox"/> UCOL Vehicle		<input type="checkbox"/> Staff Vehicle/s	<input type="checkbox"/> Student Vehicle/s
<input type="checkbox"/> Public Transport		<input type="checkbox"/> Coach/Bus Transport	<input type="checkbox"/> Foot (walking)
Trip Requested:		Trip Approved:	
Lecturer signature: _____		Head of School/Dean: _____	
Date: _____		Date: _____	
Staff Names:	Mobile #:	Vehicle Taken/Registration #:	
		<input type="checkbox"/> UCOL vehicle <input type="checkbox"/> Own vehicle Reg #: _____	
		<input type="checkbox"/> UCOL vehicle <input type="checkbox"/> Own vehicle Reg #: _____	
		<input type="checkbox"/> UCOL vehicle <input type="checkbox"/> Own vehicle Reg #: _____	

NB: Attach your class list to this form (to be updated on day of trip/activity)

Copy this form to:

Faculty Administrator

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Programme Administrator or a Team Member

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Original document taken on the visit by the Leader

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