

## OFF-SITE LEARNING POLICY

### 1. PURPOSE

The purpose of the policy is to ensure: that the University fulfils its obligation to take all reasonable steps to protect the safety of its employees and students while they are engaged in off-campus activity; that off-site components are appropriately integrated into the curriculum and comply with relevant legislation; that students experience safe learning in a quality environment and, that the student respects the integrity and functioning of the off-site location.

### 2. POLICY General requirements

All off-site learning components will comply with relevant University policies and regulations and legislative requirements.

Workplace or off-site areas are selected, approved and monitored according to criteria established by boards of studies to provide optimum student learning experiences.

#### Academic requirements

Programme or paper information will specify how off-site learning relates to the regulations and curriculum.

Learning outcomes for off-site components will be specified.

#### Managing off-site components

Procedures will be established at faculty or programme level, including requirements for formal agreements where appropriate, and the roles and responsibilities of all the parties involved.

Where off-site learning components take place within an external organisation, documentary evidence will be kept of the understanding reached between the University, the external organisation and the student(s) as to the arrangements pertaining to the off-site components.

### 3. DEFINITIONS

For the purposes of this policy fieldwork is any practical work carried out by staff, students or volunteers for the purpose of teaching and learning outside of the grounds of AUT University.

Other definitions relevant to this policy can be found on the AUT Intranet.

### 4. SCOPE

This policy applies to all current credit bearing programmes of the University that include:

- a) Formal planned off-site components of significant duration which take place away from the normal class environment, e.g. clinical or co-operative education placements or other off-site projects.
- b) Field trips and fieldwork undertaken by groups or individuals as a planned element of the curriculum.

This policy does not apply to:

- a) Overseas exchanges
- b) Whole programmes or parts of a programme which are delivered off-site but in a normal academic class environment
- c) Whole programmes or part of a programme taught on another tertiary campus under a specific memorandum of understanding
- d) Distance education
- e) Research undertaken off-site
- f) Conference attendance.

## **5. RELEVANT LEGISLATION**

Health and Safety in Employment Act 1992.

Health Practitioners Competence Assurance Act 2003.

Human Rights Act 1993.

## **6. LEGAL COMPLIANCE**

The emphasis of the Health and Safety in Employment Act 1992 (amended 2002) is on the systematic management of health and safety at work. It requires employers and others to maintain safe working [and learning] environments, and implement sound practice.

The Health Practitioners Competence Assurance Act 2003 (HPCAA) provides a framework for the regulation of health practitioners in order to protect the public where there is a risk of harm from the practice of the profession.

The Human Rights Act 1993 extends the provision of a safe working and learning environment by supporting the prevention of sexual, racial or other discrimination or harassment.

## **7. RELATED PROCEDURES/DOCUMENTS**

Off-site Learning Procedures

Guidelines and resources for off-site learning

Health and Safety Policy

Health and Safety Fieldwork Safety Protocol

Health and Safety Guideline, Meetings/Activities Checklist

[Hazard Management Procedures](#)

Hazard Report Form

[Incident Reporting Procedures](#)

Incident Report Form

Snorkel & Scuba Diving Operations Manual

[Travel Policy](#)

[Travel Procedures](#)

Travel Insurance Procedures

**Note:** [Policies and Procedures](#) can be found on Tuia.

## **8. RESPONSIBILITY**

Boards of Studies are responsible for setting criteria for the selection, approval and monitoring of off-site and workplace locations and delegating responsibility for the academic and operational management of off-site learning experiences.

The Academic Director has overall responsibility for this policy and for communication of any changes to the policy.

## **9. DOCUMENT MANAGEMENT AND CONTROL**

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