
Underage Student Information Charter



AUSTRALIAN INSTITUTE OF WORKPLACE TRAINING

City Campus: Ground Floor, 823 Wellington Street, West Perth WA 6005

Tel: +61 8 9249 9688 | **Email:** info@aiwt.edu.au | **Web:** www.aiwt.edu.au | **RTO CODE** 51174 **CRICOS CODE** 02645B

Underage Student Information Charter

IMPORTANT GENERAL INFORMATION

If you are under the age of 18 years, you are considered to be a 'minor' and it is important that appropriate arrangements are made not only for your successful course completion but for your safety, welfare and accommodation provisions, ensuring sufficient support for your personal wellbeing during your time at AIWT.

AIWT will ensure it provides all the required information to you and your parent/guardian about the college, the courses and any study requirements prior to enrolment, and requires a signed enrolment form (student agreement) from your parent/guardian confirming suitable welfare and accommodation provisions are in place for your study period. If you reside with friends or relatives (other than your immediate family), then your parent(s) or legal guardian(s) must still sign the declaration on your behalf on the enrolment form /student agreement documentation.

Further details regarding AIWT policies and processes can be viewed in the institution's website: <https://www.aiwt.edu.au/>

SUPPORT SERVICES FOR YOUNGER/UNDERAGE STUDENTS AT AIWT

AIWT aims to provide a supportive and welcoming study environment for all students with additional support services available for underage students. The Student Support Officers, Administration Team and Academic Staff at AIWT offer age-appropriate support and counselling to all students and will liaise with students (and parent/guardian as required) regarding any welfare, progress or attendance issues during their study period.

AIWT endeavours at all times to follow registration guidelines in addition to meeting Commonwealth and State legal requirements relating to child welfare and protection; and provide younger students with important age and culturally appropriate safety information, including what to do and who to contact in an emergency, and how to report any incident or allegation including sexual, physical or other abuse.

GENERAL COLLEGE CONTACT AND SUPPORT INFORMATION

Reception/Phone Number: (08) 9249 9688

Campus Address: Ground Floor, 823 Wellington Street, West Perth, WA 6005

College website: <https://www.aiwt.edu.au/>

IMPORTANT COLLEGE CONTACTS

- For academic support/queries: Please contact Ms Sabrina Choo at sabrina.choo@aiwt.edu.au
- For general student support services: Please contact Ms Kathryn Hu or Ms Tahlia Carr at studentservices@aiwt.edu.au

Underage Student Information Charter

ADDITIONAL WELFARE OR CULTURALLY SENSITIVE SUPPORT

AIWT has a range of bi-lingual Student Support and Administrative Staff on campus, in addition to a, First Aid Officer and a 'Mental First Aid Officer' to ensure suitable provisions are in place for adequately meeting the needs of students by maintaining a safe, happy and healthy study environment.

Free access to external welfare and cultural support can also be arranged depending on the circumstances and appointments can be made via the Front Desk. Student Support Officers can provide further details on the range of services available.

Although counselling and advice is private and confidential matter, depending on the nature or seriousness of the circumstance, AIWT staff may be required by law or regulation to contact your parent(s)/guardian(s) for permission to take any further action.

ACCOMMODATION INFORMATION:

Please ensure AIWT has current contact details on record at all times – student contact, parent/guardian best contact, emergency contact – etc.

UNDERAGE STUDENT RESPONSIBILITIES

For all students studying at AIWT, the college's 'Code of Conduct' and 'Student Responsibilities' outlined in the 'Student Handbook' should be adhered to, please view this information in detail in our 'Student Handbook' via the college's website: <https://www.aiwt.edu.au/about/policies-procedures/>

Additionally, safety guidelines and tips are posted around the college on various notice boards as well as links to safety recommendations and further details about living and studying in Perth on the college's website: <https://www.aiwt.edu.au/new-students-international/living-studying-in-perth/>

YOUR OBLIGATIONS AS AN UNDERAGE STUDENT STUDYING AT AIWT:

Along with these guidelines, you are required to notify Student Services at AIWT, and your parent(s) / guardian(s) in any of the following circumstances, via phone, email or in-person:

- if there are any changes to scheduled arrival times at the college or you are having difficulty getting to the campus or home after class
- if you are going to be late for class or miss a scheduled class session during the day
- if you are going to be late arriving home due to any scheduled study-related/course-related activities
- if you will arrive home after your usual time for any reason
- if you are unwell or going to be absent from school; or feel scared/unsafe for any reason
- if you need help, support or assistance of any kind

Underage Student Information Charter

- if you need to meet with a staff member at the college and would like a 'support person' to assist you
- if you have any issues getting to or from the college (eg transport issues due to cancelled trains/busses)
- if you feel exposed to any inappropriate learning or visual materials at home or in the college
- if you have any problems / grievances of any kind

It is important that you read and understand all safety directions provided by the college, including being aware of the College's emergency evacuation procedures and plans.

Overall, the college urges students to be aware of their safety and surroundings at all times and to ensure they follow the guidelines set by the college and approved accommodation providers to ensure a successful and happy stay at AIWT and in Perth, Australia.