

Document Name	07. Risk Management P&P 2025_v1.3
Status	Approved
Approved By	Tim Koster
Approval Date	21/08/2025
Review Date	21/08/2027
Standard Reference	Standards for RTOs 2025 – Standards 1.8, 4.3 Compliance Requirement 19
Signature	

07. Risk Management Policy and Procedure

Table of Contents

Policy	3
Definitions	3
Procedure.....	4
1. Identification of Training Requirements	4
2. Safety and Suitability of Facilities and Equipment.....	4
3. Work-Integrated and Off-Site Learning.....	4
4. Safeguards for Students Under 18.....	5
5. Risk Register and Review.....	5
6. Insurance	5
Extracts from Standards	6

07. Risk Management Policy and Procedure

Policy

This policy and procedure should be viewed as supplementary to Minda's Risk Management policy, procedure and processes, under which SALC operates. Visit Empowernet for the most up-to-date version of these.

Minda Inc t/a South Australian Learning Centre (SALC) is committed to identifying, mitigating and monitoring risks that may affect students, staff, training delivery, and the organisation's operations or reputation. Risk management is embedded into planning, delivery and review processes to ensure that facilities, equipment, training environments and third-party arrangements are safe, compliant and fit-for-purpose.

The organisation undertakes structured risk assessments for all training products and associated delivery modes, including on-site, online, and workplace-based or community-based learning environments. Facilities, equipment, and learning space, whether provided directly by Minda or through third parties, are reviewed to ensure they remain safe, accessible and appropriate for VET students.

SALC upholds the *National Principles for Child Safe Organisations* and has a valid *Child Safe Environments Statement of Compliance* submitted to the Department for Child Protection (DCP). Additional safeguards are in place for students under 18 years of age, including staff holding required clearances and mandatory notification training, along with regularly liaising with schools and following Department for Education's enrolment processes and documentation for arranging work placement where required.

Risks to students, staff and the organisation are managed through a centralised Risk Register and are subject to regular review by Minda's Quality and Safeguarding team. To ensure appropriate organisational protection, Minda also maintains comprehensive public liability insurance covering all training and assessment operations, in accordance with Compliance Requirement 19.

Definitions

Term	Definition
Risk	The possibility that an event or circumstance may negatively affect students, staff, training delivery, compliance, or organisational operations.
Risk Assessment	A structured process used to identify hazards, evaluate potential harm, and determine appropriate control measures.
Risk Register	A central record used to document identified risks, their ratings, mitigation strategies, and responsible officers.
Facilities	Physical learning environments such as classrooms, workshops, or workplaces used for training and assessment.
Equipment	Tools, machinery, technology, or resources required for training and assessment activities.
Placement Host	An external organisation that provides a workplace environment for student placement or work-integrated learning.

07. Risk Management Policy and Procedure

Child Safe Principles	The National Principles for Child Safe Organisations that guide organisations in protecting children and young people from harm.
Public Liability Insurance	Insurance that protects the organisation against claims for injury, loss, or damage arising from its operations.
Hazard	A situation, condition, or activity that has the potential to cause injury, harm, or damage.
Work Placement	Structured workplace learning undertaken with a host organisation as part of a training product to allow students to practise and demonstrate skills in a real work environment.
Memorandum of Understanding (MOU)	A non-legally binding agreement that outlines how two or more organisations intend to work together and their respective roles and responsibilities.

Procedure

1. Identification of Training Requirements

- 1.1. For each training product, the Training and Assessment Strategy (TAS) identifies the required facilities, equipment, software and environments needed for safe and effective delivery.
- 1.2. Formal Agreements of Memorandum of Understandings (MOUs) determines whether resources will be provided by Minda or a third party.
- 1.3. Where third-party provision applies, a formal risk assessment and suitability review is completed before student access is approved.
- 1.4. Where the placement provider is a government agency or established public institution, the environment may reasonably be considered low risk due to existing regulatory oversight and governance arrangements. In these cases, a proportionate review may be undertaken, which may include confirmation of suitability through discussion with the relevant organisational representative.

2. Safety and Suitability of Facilities and Equipment

- 2.1. All facilities and equipment must be:
 - Aligned with the training product's practical requirements
 - Safe and accessible for the intended student cohort
 - Maintained according to WHS standards and internal inspection cycles
- 2.2. Regular inspections are conducted in coordination with Minda's WHS team.
- 2.3. Hazards or maintenance issues are reported and tracked through the Skytrust system.

3. Work-Integrated and Off-Site Learning

- 3.1. A formal risk assessment is completed before any student commences a placement or external learning activity.
- 3.2. This includes:

07. Risk Management Policy and Procedure

- Assessment of the physical environment, equipment and tasks
- Confirmation of supervisor qualifications and emergency protocols
- Verification that the host holds current public liability insurance

3.3. Students are provided with a placement handbook and emergency contact details.

4. Safeguards for Students Under 18

4.1. Where training or assessment involves students under 18, additional risk controls are applied to protect their safety and wellbeing. This includes:

- Reviewing content for age-appropriateness
- Ensuring supervised access to all physical and digital learning spaces
- Maintaining direct communication channels with schools and supervisors

4.2. All staff working with students under 18 must hold a valid Working With Children Check and Safe Environments for Children and Young People, per Minda's policy. Those working with children as part of the Head Agreement with the SA Department for Education must also hold RRAHN-EC (mandatory notification) training through the plink system.

4.3. SALC, through Minda, holds a valid Child Safe Environments Statement of Compliance submitted to the Department for Child Protection (DCP) and operates in alignment with the National Principles for Child Safe Organisations.

4.4. Any training involving minors is reviewed annually to ensure alignment with child safety legislation, sector guidance, and best practice.

5. Risk Register and Review

5.1. Identified risks are recorded in the Risk Register and assigned a risk rating and responsible officer.

5.2. The Risk Register is reviewed quarterly by management and includes:

- Facilities and equipment risks
- Training delivery and supervision risks
- Work placement and third-party engagement risks
- Risks related to students under 18

5.3. Any high or critical risks are escalated to the Executive Team and monitored through resolution.

6. Insurance

6.1. SALC, through Minda, maintains public liability insurance that:

- Covers all training and assessment operations
- Meets the obligations under Compliance Requirement 19
- Is reviewed annually

07. Risk Management Policy and Procedure

Extracts from Standards

Standard 1.8 Facilities, resources and equipment for each training product are fit-for-purpose, safe, accessible and sufficient.

P.I.(a) how it identifies the facilities, resources and equipment required to deliver the training product, including how it identifies which facilities, resources and equipment will be provided by third parties, instead of the organisation;

P.I.(b) where facilities, resources and equipment are provided by the organisation or third parties – how the organisation ensures

i that the facilities, resources and equipment are, and will continue to be suitable and safe for use by VET students; and

P.I.(c) it has documented strategies and procedures in place to identify and manage risks associated with VET students using facilities, resources and equipment when undertaking work-integrated learning, work placements, or other community-based learning as part of their training.

Standard 4.3 Any risks to VET students, staff and the organisation itself are identified and managed.

P.I.(a) it identifies, manages and reviews risks to VET students, staff and the organisation;

P.I.(d) where it offers training or assessment to VET students aged under 18 – risks to their safety and wellbeing associated with the organisation's delivery of the training or assessment are identified and managed:

i by having regard to the training content and modes of delivery; and

ii in accordance with the National Principles for Child Safe Organisations, as in force from time to time. (Note: Section 191A of the Act permits this instrument to make provision in relation to a matter by applying, adopting or incorporating any matter contained in another instrument or other writing as in force or existing from time to time.)

Compliance Requirement 19 Public liability insurance - An NVR registered training organisation must hold public liability insurance that covers all the organisation's operations for the entire period in which the organisation is registered under the Act.