POL-PRO-001 Wellbeing and General Health Policy & Procedure

Group **Procedure**	Title: **POL-PRO-001 Wellbeing and General Health Policy & Procedure**		
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Direct Linkage to Policies, Procedures, Standards, Documents. Etc.

- 2025 Standards for RTOs
  - Outcome Standard 2.6: The wellbeing needs of the VET student cohort are identified, and strategies are put in place to support these needs.
- The STES Way

Document Purpose:

The purpose of this Policy & Procedure is to ensure that STES adheres to principles of wellbeing and general health for both staff and students thereby maximising the outcomes for its students.

STES recognises that promoting health and wellbeing creates a happier, healthier workplace, and that safeguarding employees and VET students is central to our culture and identity.

This policy will address our workplace culture, day to day practices, increased access to health initiatives and the creation of an environment that supports and encourages positive health and wellbeing.

This policy supports compliance with the *Standards for RTOs 2025*, particularly the Outcome Standards relating to student wellbeing, inclusion, and support for quality learning outcomes. Wellbeing is directly tied to VET student success and completion outcomes, consistent with the new “quality outcomes” focus.

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1. SCOPE

STES recognises that our ability to achieve our objectives successfully depends on the wellbeing of our workers and students. We acknowledge that the key elements of work health and wellbeing include the culture and physical environment as well as the policies, practices and procedures that guide our work. This policy applies to all STES training and assessment environments.

STES will implement early identification processes for VET students at risk of disengagement, withdrawal or health-related barriers to participation, with referral to appropriate internal or external supports. STES's Risk Register captures these incidents, support options provided and tracks the outcomes of each incident.

STES will review wellbeing data, VET student feedback, and support outcomes to inform continuous improvement in student services and wellbeing initiatives.

2. DEFINITIONS

Wellbeing Support: Structured, proactive support to ensure VET students' physical, mental and emotional health are sustained throughout the training journey.
Inclusive Practice: Design and delivery of training that supports equitable participation and success for all VET students.
Reasonable Adjustment: Tailored modifications to learning or assessment to accommodate diverse VET student needs in line with Outcome Standard 2.4.

3. POLICY AND PROCEDURE

3.1 Process overview

The following objectives have been established to contribute to the health and wellbeing of employees and students:

- To support and promote employee and students' wellbeing through work practices, a positive culture and leadership.
- To promote positive mental health and wellbeing.
- To promote a smoke free workplace environment and support employees seeking to quit.
- To promote and provide a workplace that encourages responsible alcohol consumption through action, promotion and education.
- Does not discriminate against student groups or individuals on the grounds of gender, ethnicity, religion, sexual preference, physical or intellectual impairment or age.
- Provides both students and staff with a safe and healthy working environment, which is also free from discrimination and harassment of any kind.

3.2 Communication

STES will ensure that:

- All students will be made aware of this policy and procedure and where to locate it.
- This policy is easily accessible by all members of the organisation and public.
- Employees and students can contribute and provide feedback to this policy.
- Employees and students are notified of all changes to this policy.
- All wellbeing information will be provided in clear, inclusive, and accessible formats suitable for diverse learner cohorts.

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3.3 Support Services

STES will ensure that:

- All staff have Wellbeing awareness training and guidance on what STES staff should do should they notice a staff member or student struggling with their wellbeing or mental health.
- Conduct wellbeing checks by the appropriate person should there be any concern regarding employees and students' wellbeing or mental health.
- STES will have the following information available below both prior and during training, this will also be located on the website and in the Student Handbook.

There are many services in the community that may be useful to employees and students. Help links below include:

- Helping Minds offers free support to family and friends of people living with mental health challenges across WA.
- Carers WA offers a range of services providing practical and emotional support for family carers.
- 1800RESPECT offers support if you or someone you know is experiencing violence or abuse, call 1800 737 732 or chat online.
- Headspace offers support to young people aged from 12 to 25 years to reduce the impact of depression, anxiety, stress, alcohol and drug use, and to improve relationship issues associated with sexuality, sexual health, families, and bullying.
- Beyond Blue provides a range of self-help tools and apps for depression, anxiety and related mental health concerns.
- Black Dog Institute provides information and a series of online self-help tools and apps suitable for any device.
- Butterfly Foundation provides a range of services from information to treatment programs for eating disorders and body image issues.
- SANE Australia provides mental health awareness, online peer support and information, stigma reduction, specialist helpline support, research and advocacy.
- The Western Australian government can help you find appropriate services for your needs.

The STES Wellness and General Health policy is provided within:

- The staff induction procedure for all staff recruitments.
- On the STES Website and in the Information to Students.
- STES noticeboard.

Special client needs will be identified through:

- Initial contact with the RTO.
- Events prior to the commencement of training and or assessment.

STES will follow the following process when a student presents with issues relating to personal welfare:

- For urgent matters where the student is at imminent risk of harm, STES will call 000 to receive immediate help
- If a student feels unsafe and needs assistance for a mental health issue, STES will recommend they seek a professional in order to provide assistance.

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3.4 Internal Referral Procedures

Staff must follow STES's internal referral process when identifying a VET student who may need wellbeing support. This process includes documenting the concern, notifying the Training Manager, and ensuring privacy and confidentiality in line with the Privacy Act 1988.

4. CEO RESPONSIBILITIES

It is the responsibility of the CEO to ensure the requirements of the Wellness and General Health policy are always met.

Any issues or questions regarding Wellbeing awareness training can be directed to CEO / Training Manager or during the next staff meeting.

Monitor wellbeing support metrics such as referrals, student engagement, and wellbeing survey results as part of the annual Quality Indicator review.

Trainers and assessors must monitor VET student engagement and wellbeing, initiate referrals where concerns arise, and model positive wellbeing practices.

Students are encouraged to communicate wellbeing concerns early and engage with support services provided by STES.

5. STAFF RESPONSIBILITIES

It is the responsibility of all STES staff to ensure the requirements of the Wellness and General Health policy are always met.

Any issues or questions regarding Wellness and General health can be directed to CEO / Training Manager or during the next staff meeting.

6. INFORMATION FOR CLIENTS AND STUDENTS

Prior to enrolling in a course, students and clients are provided with STES Information for Students / Student Handbook which informs them of or directs them to:

- Wellness Information
- Website Wellness Policy and Procedure
- Wellness Contact sheet
- Wellness Poster

7. DISABILITY

Anti-discrimination legislation aims to ensure people with disabilities have the same rights, opportunities and are exposed to the same content as all other students.

STES fully supports this in accordance with STES P&P – Enrolment & Confirmation, students are required to inform staff of any special needs they may have prior to enrolment so all reasonable steps can be taken to ensure their requirements are met.

If a student indicates they have a disability, their suitability for training must be assessed by the Training Manager/Trainer & Assessor before they can be enrolled in a course.

STES will take all reasonable steps to accommodate their needs or refer them to an appropriate agency for additional support.

END OF PROCEDURE

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VERSION HISTORY				
VERSION	**AUTHOR**	**REVISION DATE**	**DESCRIPTION OF CHANGE**	**APPROVED BY**
8.0	RTO Compliance	January 2025	Created P&P	Kamal Haddad
9.0	RTO Compliance	November 2025	Amended to RTO Standards 2025 and updated template	Kamal Haddad

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