

Student Wellbeing Statement

The Australasian College of Phlebology recognises and acknowledges the need to provide students participating in their educational courses with full, accurate and timely access to information and services that support their overall progression, wellbeing, safety and satisfaction.

To this end the College has codes, policies and procedures in place to address broad key issues which may impact on their experience whilst studying including but not limited to:

- ensuring equal opportunities for all students,
- factors that affect wellbeing such as:
 - social, financial, cultural and educational/learning support
 - safety in the workplace
 - access to remedies for grievances and complaints.

The codes which outline expectations of professional working relations between Fellows, patients, instructors and students are the Code of Ethics for Fellows, the Code of Conduct for students and the Training Charter for teachers and trainees/students.

The key policies currently in place and/or undergoing development or revision include:

- Academic Awards Framework
- Academic Freedom
- Academic Misconduct
- Admissions
- Anti-Bullying, Discrimination and Harassment
- Appeals, Reconsideration and Review
- Assessment
- Candidate in Difficulty
- Complaints and Grievances
- Equity and Access
- Fees and Refunds
- Mentoring
- Procedural Fairness
- Reasonable adjustment
- Recognition of Prior Learning
- Religious Observance
- Social Media
- Special Consideration
- Unsatisfactory Performance by Candidates

The College also provides access to other services through a 'Support Services' webpage on the College website including:

- Targeted handouts for issues related to:
 - Mindfulness
 - Strategies for managing stress
- Doctors' health and wellbeing support services including:
 - Australian Doctors' Health Network
 - State based Health Commissioners
 - Advocacy services of the AMA

Further information relating to ensuring student wellbeing specifically related to teaching and learning can be read in the College's Professional Code of Ethics for its Fellows* and by accessing the pages covering Education and general College Policies on the College website.

Commented [AE01]: Does ACP website have a section on Support Services on the website?

Commented [S2R1]: No, but should be added.

Commented [S3]: These would need to be created.

* Teaching and learning activities for courses offered by the College are conducted by suitably qualified Fellows of the College.

General safety/maintenance of teaching and learning facilities:

The College ensures general safety and maintenance of its office and other sites used for teaching, learning and assessment.

The ACP Postgraduate Program is delivered fully online, with teaching, learning and assessment delivered via the College online platform. The College provides IT and website support for students year-round through the Executive Manager. Induction materials and guides are available to assist students with login and interaction with the online subjects.

The principal sites for the delivery of the Clinical Training Program which involves some face to face (F2F) teaching components may vary from year to year but always involve accredited hospitals and/or private practices. These sites, while being individually under the control of the various governing bodies and the State and Federal legislation under which they must operate, are accredited by the College in terms of their suitability to fulfil the teaching and learning requirements laid down by the various College programs as well as factors which impinge on a students' day to day participation in the program on a rotational basis.

In general, students participating in programs offered by the College are employees of the above mentioned institutions and as such are subject to the governance and other operational policies and procedures of those institutions in addition to those provided through the College where appropriate including those pertaining to but not limited to:

- Access to human resources
- Student support (including access to appropriate resources)
- Student safety and security
- Amenities (including teaching and study spaces, laboratory, research and recreational facilities).

Commented [AEO4]: Does ACP work through hospitals or only private practices?

Commented [SSR4]: Some centers are private hospitals so yes.