



Student Wellbeing Support Policy and Procedures

POLICY

Related Outcome Standard: 2.6 & ELICOS Standard 2018 P6

NATIONAL CODE OF PRACTICE FOR PROVIDERS OF EDUCATION AND TRAINING TO OVERSEAS STUDENTS 2018 (CTH). STANDARD 6

Purpose

The purpose of this policy is to ensure that MCBT proactively identifies the wellbeing needs of its VET student cohort and implements appropriate strategies and support services to address those needs. This supports student engagement, safety, and success by promoting a healthy, inclusive, and responsive learning environment. It ensures that students are informed about wellbeing support options and are encouraged to access those services throughout their training journey.

Legislative Background

Outcome Standard 2.6 – VET Student Support, Division 4 – Wellbeing, Standard 2., National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (Cth).

National code of practice for providers of education and training to overseas students 2018 (cth). Standard 6

MCBT's full overseas-student orientation program also addresses all matters required under National Code Standard 6, including English/study assistance, legal services, emergency and health services, facilities/resources, complaints and appeals, course progress/attendance, employment rights, personal safety and other support information. These requirements are detailed in MCBT's Orientation and Student Support procedures

ELICOS Standards 2018 P6

Scope

This policy applies to:

- All VET students enrolled or intending to enrol at MCBT.
- All staff involved in training delivery, assessment, support, and administration.
- Any third parties delivering services on behalf of MCBT.
- Contractors, consultants, and volunteers interacting with VET students.

Policy Statement

MCBT recognises that student wellbeing is essential to successful participation and progression in training. The organisation is committed to identifying the wellbeing needs of each VET student cohort through analysis of training product content, student demographics, and learning modes, including any factors that may affect mental, physical, or emotional health.

MCBT also to fostering a supportive training environment that prioritises the wellbeing of all students by putting in place appropriate, accessible strategies to support the students' personal, emotional, and



psychological wellbeing including internal and external referral pathways, resources for mental health, safety guidance, and student engagement initiatives.

This policy supports the creation of a safe, respectful, and inclusive learning environment, enabling all students to engage fully and successfully in their training.

Standard 2.6 – PI 1: Identification of cohort wellbeing needs and appropriate supports
and

Standard 2.6 – PI 2: Advice to students about available services, organisations and actions

Procedures

Identifying Wellbeing Needs of Student Cohorts

- **Review of Training Product Content**
 - Each training product is reviewed by the Academic Manager and Student Services Team to assess potential wellbeing risks or challenges (e.g. emotionally confronting content, physical demands, high-stress assessment components).
- **Cohort Analysis**
 - During course planning and induction, the following cohort characteristics are considered:
 - Age range, gender diversity, cultural background.
 - Mode of delivery (on-campus, blended, online).
 - Work placement or industry exposure.
 - Known life or study pressures (e.g. full-time employment, parenting, previous disengagement from education).
 - **Third-Party and Work Placement Wellbeing**

Before students undertake work placement or training in a third-party environment, MCBT assesses foreseeable wellbeing and safety risks, including supervision arrangements, reporting mechanisms, workplace conduct expectations and access to support. Students are advised who to contact at MCBT if they experience bullying, harassment, unsafe conditions, excessive stress or other wellbeing concerns during placement. Third-party arrangements are periodically reviewed and concerns are escalated through MCBT's risk and continuous-improvement processes.
- **Risk Identification Matrix**
 - The organisation maintains a Wellbeing Risk and Response Matrix for training products that identifies:
 - Common challenges experienced by students.
 - Recommended internal support responses.
 - Suggested referral or escalation pathways.

Critical Incident Management

MCBT is committed to the safety, welfare, and wellbeing of its students and staff. In line with Standard 6 of the National Code, a **critical incident** is defined as a traumatic event—or threat of such—that causes extreme stress, fear, injury, or harm. These incidents may involve individual or group harm and can occur on or off campus.



Examples of critical incidents include:

- Serious injury, illness, or death of a student or staff member
- Physical or psychological assault
- Fire, explosion, bomb or gas threats
- Natural disasters in Australia or a student's home country
- Severe verbal abuse, sexual assault, or drug-related incidents
- Missing persons or students lost during excursions or placements

Prevention and Response to Abuse, Harassment and Violence

MCBT maintains a zero-tolerance approach to bullying, harassment, discrimination, sexual harassment, sexual violence, physical violence and other abusive conduct. Students are informed during orientation how to report concerns confidentially. Reports are responded to promptly, with immediate safety measures implemented where necessary, appropriate wellbeing support and referrals offered, procedural fairness maintained, and matters escalated to emergency services or relevant authorities where required.

MCBT will retain written records of any critical incident and all remedial actions taken for at least two years after the affected overseas student ceases to be an accepted student, or longer where required by applicable law or MCBT's Records Management Policy.

Immediate Response:

- Any staff member made aware of a critical incident must notify the CEO or senior staff immediately.
- Emergency Services (000) must be contacted if there is a threat to life, safety, or the law is breached.
- A designated Critical Incident Team will be formed to coordinate the response, communication, and support services.
- A Critical Incident Report will be completed and managed in accordance with internal protocols.

Ongoing Support:

- MCBT ensures affected students and staff receive timely counselling, cultural or translation assistance, and referrals as needed.
- The wellbeing of students remains a priority throughout the recovery phase.
- Family members and overseas authorities (e.g., embassies) may be contacted where appropriate.
- De-briefing sessions and continuous improvements to procedures are conducted following each incident.



Policy Access and Review:

- This policy is available on the MCBT website and covered during student orientation.
- Emergency drills will be conducted each term for all students.
- The Critical Incident Policy is reviewed regularly as part of MCBT continuous improvement processes.

Advising Students of Wellbeing Services and Strategies

• Orientation and Student Handbook

All students are informed of wellbeing supports during orientation, including:

- Internal support services (e.g. Student Support & Wellbeing Officers, Academic Counsellors)
- Contact details for crisis lines and mental health services (e.g. Lifeline, Beyond Blue)

• Ongoing Promotion

Wellbeing resources are promoted via:

- Posters, flyers and digital displays on campus
- Wellbeing Awareness Weeks (e.g. R U, OK? Day, Mental Health Week)

• Encouraging Help-Seeking Behaviour

Trainers and Assessors are encouraged to log early signs of disengagement or distress, such as poor attendance or abrupt changes in participation, to support proactive referrals.

Trainers and Assessors and support staff are trained to:

- Recognise early warning signs of distress
- Refer students to appropriate wellbeing support
- Foster an open-door culture for conversations

• Referral to External Services

Where students require specialist or clinical support, they may be referred to:

- Lifeline (13 11 14)
- Beyond Blue
- Headspace
- Local mental health or GP services
- Multicultural or LGBTQ+ support networks

Notifying Authorities and Families

Informing the Police

All unexpected deaths or serious injuries must be reported to police. Police actions may include:

- Notifying the **coroner** for official investigation;



- Locating and informing the **next of kin**;
- Conducting official **identification** (by someone who knew the deceased for over one year); and
- Interviewing witnesses and coordinating relevant legal procedures.

Next of Kin Communication

When contacting a student's family following a death or serious injury:

- Consider the **most appropriate method of contact** (e.g., phone, in-person, via a liaison officer).
- Assess whether the family will require cultural, language, or emotional support.
- Privacy, Consent and Confidentiality
- MCBT will handle wellbeing information confidentially and in accordance with applicable privacy requirements. Wherever practicable, the student's informed consent will be obtained before personal information is shared with an external wellbeing service or another person. Consent may not be required where disclosure is authorised or required by law, or where MCBT reasonably considers there is an immediate and serious threat to the health or safety of the student or another person. Only information reasonably necessary for the referral or response will be disclosed.