

English Language Intensive Courses for Overseas Students Excursion Policy and Procedure

Introduction

The Australian Academy of Commerce (AAC) provides structured learning experiences through excursions that enhance student learning beyond the classroom. These excursions are approved by the Director of Studies (DoS) ELICOS and aim to provide valuable educational experiences aligned with the course syllabus.

The safety and well-being of all participants is paramount, and all excursions must be carefully planned with a clear educational purpose. Excursions are considered part of the AAC program and are subject to AAC's duty of care, student conduct expectations, and academic objectives.

Purpose

This policy aims to:

- Provide guidelines for planning, approving, and conducting excursions within the ELICOS program.
- Ensure excursions are safe, educational, and aligned with AAC's academic objectives.
- Establish procedures for risk management, attendance, and student supervision during excursions.
- Align AAC's excursion practices with the legislative and regulatory framework governing international students.

Scope

This policy applies to:

- All students enrolled in AAC's ELICOS programs.
- AAC teachers and staff responsible for planning and conducting excursions.
- Any external parties involved in AAC organised excursions.

Policy Statement

AAC requires that:

- Each ELICOS class attends at least one excursion per month
- Excursions take place before the monthly Progress Test and must have educational value.
- Excursions align with the core-text being taught, or teachers integrate relevant learning activities to ensure educational benefit.
- All excursions must be approved by the DoS ELICOS at least two weeks in advance.

AAC will:

- Ensure proper planning and risk assessment for all excursions.
- Maintain accurate attendance records for all excursions.
- Provide alternative educational experiences for students unable to attend.
- Monitor student behavior and enforce student conduct policies during excursions.

Definitions

Term	Definition
Excursion	A structured learning experience conducted outside of the classroom.
Risk Assessment	The process of identifying and mitigating potential hazards associated with an excursion.
Duty of Care	The legal obligation to ensure the safety and well-being of students while on excursions.
Alternative Educational Experience	An in-class activity provided for students unable to attend an excursion.
Excursion	A structured learning experience conducted outside of the classroom.

References

- ESOS Act 2000
- ELICOS Standards 2018
- ESOS National Code 2018: Specifically, Standard 8

ELICOS Excursion Procedure

1. Planning an Excursion

- Identify learning objectives
- Review Learning Outcomes to be achieved
- Discuss excursion ideas with students
- Select a suitable venue or location.
- Submit an Excursion Application form to DoS ELICOS for approval.
- Prepare pre-excursion, excursion-day, and post-excursion lesson plans.
- Conduct a risk assessment and submit an Excursion Risk Assessment Form

2. Pre-Excursion Preparation

- Provide student with background information about the venue.
- Discuss public transport options and provide maps
- Ensure all participants have contact details for the excursion leader.
- Remind students to bring necessary materials (e.g. pen, worksheet)
- Complete the pre-excursion lesson in class the day before the excursion.

3. On Excursion Day

- Meet at venue to save travel time.
- Take an attendance roll or group photo at the start of the excursion.
- Conduct excursion activities for at least three to four hours.
- Take an attendance roll or group photo at the end of the excursion.

4. Post-Excursion Activities

- Complete the post-excursion lesson the following day in class.
- Facilitate discussion on student experiences and reflections.
- Submit photos and brief summary to Director of Studies (ELICOS) for AAC social media updates.
- Identify improvements for future excursions.

5. Documentation Requirements

Teachers organising an excursion must complete and submit the following documents to DOS ELICOS:

- Excursion Application Form
- Excursion Risk Assessment Form
- Excursion Lesson Plans
- Any other relevant resources for educational or insurance purposes.

6. Attendance Policy for Excursions

- Excursions are mandatory as they form part of the ELICOS course syllabus.
- If a student chooses not to attend, AAC must provide an alternative education experience within the constraints of resources.
- Students who fail to attend an excursion without a valid reason will be marked as absent.

AAC will:

- Assign student unable to attend a suitable class for the day.
- Provide alternative self-study materials when necessary.

7. Cost Management

Efforts should be made to minimise excursion costs for students. Some excursions may require a small fee, which must be agreed upon by students in advance.

Travel costs should be affordable for most students. Excursion variety should be maintained to ensure inclusivity.

8. Emergency Procedures

An emergency plan must be in place for each excursion. The student to teacher ratio should be determined based on:

- Type of activities
- Location and accessibility
- Student's language proficiency
- Availability of emergency services
- Gender balance for supervision.

While on excursions, all AAC staff and students must:

- Adhere to AAC's duty of care responsibilities at all times.
- Abstain from consuming alcohol or engaging in unsafe activities,
- Follow emergency response procedures if an incident occurs.

9. Transportation

- Students must travel safely to and from excursion venues.

- Public transport should be used whenever possible.
- Private vehicles must be roadworthy and covered by comprehensive insurance.
- Any driver must hold a valid and appropriate driver's license.

10. Personal Belongings

- Students and teachers must take responsibility for their personal belongings.
- Valuables should not be left unattended in public places or on transport.
- Students should be reminded to check their belongings before leaving a location.

11. Alternatives to Excursions

In cases where excursions are not feasible, the following alternatives may be considered:

- Educational films – With accompanying lesson plans and discussions.
- Restaurant and café experiences – If aligned with language learning objectives.

Prohibited activities:

- Alcohol consumption is strictly prohibited on excursions.
- Swimming activities are not permitted on excursions due to safety concerns.

Roles and Responsibilities

Role	Responsibility
CEO	Oversee implementation and enforcement of the ELICOS Excursion Policy and Procedure.
Compliance Officer	Ensure policy compliance with relevant regulations and conduct annual reviews.
Director of Studies (DoS) ELICOS	Approve and oversee excursion planning and execution. Train staff on excursion procedures.
Academic Staff	Plan and conduct excursions in alignment with policy. Maintain attendance record and ensure student safety.
Student Services Officer (SSO)	Assist in excursion planning and ensure student records are updated.

Monitoring and Review

AAC's ELICOS Excursion Policy is reviewed annually to reflect legislative changes and operational requirements.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	11 Mar 2025	ELICOS Excursion Policy	CEO	13 Mar 2025	DOS ELICOS	Mar 2026

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