

# PRACTICAL TRAINING ACTIVITIES

At times, students may be required to leave our training venues to engage in practical training activities such as driving related activities.

The following procedure must be followed whenever a student engages in training outside of Intelligent Training Solutions approved classrooms or training grounds.

## PROCESS

1. At the beginning of each session, each trainer and student **must** complete a Personal Details Form located on the ITS website.
2. Once completed, each individual must seal their form in an envelope with their name on it and hand their envelope to their trainer for the day.
3. Each trainer must store their own envelope together with their students in the glove-box or center console of their training vehicle or, in the case of non-driving related activities, must store the envelopes in a secure yet easily assessable location.
4. Each individual on site must be made aware of the existence of these envelopes and their locations for use in an emergency situation.
5. The envelopes containing trainer and students' personal details form **must** not be opened unless required.
6. At the end of the training session (day), envelopes are to be returned to the individual for re-use on the next training session.

## TOOL

Personal Details Form.pdf

LINK: <https://www.its.vic.edu.au/student-administration/>

## TRACKING

This activity will be monitored by the trainer in attendance during the session. The training manager or program coordinator will make random inspections to confirm the existence of the envelopes no less than once a course.