

Institute of Education, Arts and Community (IEAC) – Outdoor and Environmental Education Fieldwork Guidelines

1. Fieldwork Conduct
 - 1.1. Students are required at all times to follow the Federation University Student Code of Conduct.
 - 1.1.1. Students who do not follow the Federation University Student Code of Conduct during fieldwork will be given a verbal warning by staff.
 - 1.1.2. Subsequent breaches may result in the matter being referred to the IEAC Dean or delegate.
 - 1.2. Students must follow all reasonable instructions of the accompanying staff member based on the fieldwork HIRAC, Australian Adventure Activity Standards and/or other relevant guidelines.
 - 1.3. Students are not to consume alcohol or non-prescription drugs during fieldwork.
 - 1.4. Students are encouraged to abstain from smoking during fieldwork.
 - 1.4.1. Students must refrain from smoking (including e-cigarettes and vapes) near the group.
 - 1.4.2. Students are prohibited from smoking cigarettes on declared days of total fire ban.
2. Attendance During Fieldwork
 - 2.1. Students must make all reasonable efforts to attend fieldwork.
 - 2.2. Students must make all reasonable efforts to contact the course coordinator as soon as possible if they cannot attend.
 - 2.3. Students should note that failure to attend fieldwork may result in failed or deferred grades depending on the course. Details of this are set out in the course description for which the field trip is a requirement of.
3. Emergency Contact
 - 3.1. Students are required to provide an emergency contact prior to departure on all field trips.
 - 3.2. Students are encouraged to brief their emergency contact that:
 - 3.2.1. They may be called upon 24-hours a day during the fieldwork block; and
 - 3.2.2. That they may be called upon to: assist with an evacuation where practicable; and to make emergency medical decisions.
4. Fieldwork Preparation
 - 4.1. Students will be provided with detail about the requirements of the field trips via Moodle or during class time.
 - 4.2. Students should take all reasonable steps to prepare themselves to undertake the fieldwork including sourcing the appropriate equipment, clothing and food.
 - 4.3. When offered, students must attend pre-fieldwork briefings or packing days.
 - 4.3.1. Students unable to attend pre-fieldwork briefings are required to contact their course coordinator and undertake reasonable requests to demonstrate their preparedness.
 - 4.3.2. In the case of remote trips, students failing to demonstrate preparedness may have their participation deferred by the relevant program coordinator to ensure their and others' safety during fieldwork.
 - 4.4. Students should complete medical forms as directed by staff two weeks prior to the departure of the fieldtrip to ensure adequate support is in place.
 - 4.4.1. Students requiring reasonable adjustments are encouraged to email their course coordinator at the beginning of the semester and provide details of adjustments that are required and their learning access plan (LAP).
 - 4.5. Students are required to bring all personal medication on fieldtrips.
5. Student Drivers
 - 5.1. Students may be asked on occasion to drive a university vehicle.
 - 5.1.1. Student must be accompanied when driving a university vehicle by a peer or staff member.
 - 5.1.2. Students undertaking this responsibility must hold a current licence and not be on their red 'p' plates.
 - 5.1.3. In the case of an emergency, student drivers may be permitted to drive individually or when holding a red 'p' plate licence if it is not possible to follow clauses 5.1.1-2.