

# Procedure - Learning Environment and Student Wellbeing

## 1. Preamble

The purpose these procedures is to outline the steps that the Cairnmillar Institute (the Institute) takes to:

- a) ensure that students are provided a supportive learning environment, and
- b) foster student mental health and wellbeing

## 2. Parent Policy

SSP010 Learning Environment and Student Wellbeing Policy

## 3. Procedures

### 3.1 Campus Facilities

3.1.1 The Institute campus makes provisions for:

- a) library facilities,
- b) Student breakout and study spaces
- c) a student kitchen
- d) 24-hour access to the online learning management system,
- e) computer and wi-fi internet access,
- f) onsite IT support,
- g) a psychology test library,
- h) Quiet room
- i) student clinics, and
- j) counselling support services.

3.1.2 The Institute will review facilities (whether physical or virtual) at least annually to ensure they remain fit for their educational purpose and accommodate the numbers and educational activities of the staff and students who use them.

3.1.3 Regular communication with students will occur through electronic newsletters, CANVAS, myCMI, student Institute email accounts, and in class (whether physical or virtual).

### 3.2 Mental Health and Wellbeing

3.2.1 The institute's mental health strategy and implementation plan to facilitate positive mental health of staff and students will be reviewed annually to address any identified risks and respective implementation activities.

3.2.2 Institute policies relevant to mental health and wellbeing will be reviewed regularly by the responsible body and any amendments approved by the relevant approving body.

3.2.3 The Institute's student code of conduct reflects an inclusive environment where students are expected to show respect to those they interact with.

3.2.4 The Institute will keep students informed of the support services that are available to them through several communication means including the Student Support Hub on myCMI.

3.2.5 Course coordinators and the teaching team have the students' mental health and wellbeing in mind so that any identified risks to successful completion of assessment tasks can be addressed (e.g., through special consideration) and referral to the appropriate support services can occur.

3.2.6 The Institute provides accessible mental health support and resources for all students in a format that is suitable to their enrolment type including options for both online or in person support.

3.2.7 With respect to courses that require students to be provisionally registered with AHPRA or lead to a

profession that has specific expectations regarding 'fitness to practice':

- a) Students enrolled in postgraduate psychology or counselling programs at the Institute will be required to disclose to the Institute any mental illness or condition which might impact their ability to practice or obtain professional registration
- b) the Institute will provide students who disclose a mental illness honest information about the possible impact that their mental illness might have on their chosen course of study due to any additional regulatory requirements.
- c) Disclosure by either the student or the Institute, to placement providers and/or AHPRA or other professional bodies where duty of care extends to a student's eventual client group and to placement providers during training, might also be required.

#### **4. Related Documents**

Cairnmillar Institute Mental Health Strategy and Implementation Plan

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