



FACT ADELAIDE • STUDENT POLICY

Drugs, Alcohol and Fitness for Training Policy

Safe participation in training and assessment

FACT-POL-09 | Source revision 2026.1-D01

Proposed effective date: 1 October 2026

Next review: 1 October 2027

Policy owner: Allan Bartlett, Course Director

DRAFT — WORDING REVIEW, FORMAL APPROVAL
AND PUBLICATION PENDING

PDF export cover added 6 September 2026.
Source Word draft D01 and policy wording unchanged.

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Drugs, Alcohol and Fitness for Training Policy

Safe participation without unsupported assumptions or penalties

FACT-POL-09 / 2026.1-D01 • Prepared 6 September 2026

Draft for management review — not approved or published

Owner / proposed approver: Allan Bartlett / FACT management

Proposed effective: 1 October 2026 | Next review: 1 October 2027

1. Purpose and expectations

This student/visitor policy protects safe participation in FACT training. Staff employment matters are managed through applicable employment and WHS arrangements. Students must not participate while affected in a way that makes the required activity unsafe, whether the cause is alcohol, drugs, medication, illness, fatigue or another condition.

Consumption or supply of alcohol or illicit drugs during training or on training premises is not permitted. Legitimately required medication is not automatically prohibited. Discuss functional effects relevant to training privately rather than requiring a diagnosis or full medication history.

2. Recognising and reporting risk

Anyone who notices a safety concern should tell the trainer promptly. Staff record objective observations such as unsafe movement, inability to follow safety instructions or significant impairment; an appearance, disclosed condition or rumour alone is not proof of substance use.

Consider alternative explanations and consult the student respectfully where safe. A second staff observation is useful where available, but an immediate hazard must not wait for a second person. Keep the matter out of group discussion and limit information to staff who need it.

3. Immediate safety response

Stop the affected activity and move the person to a safe place. Arrange first aid within staff competence and call 000 for an emergency. Do not diagnose intoxication or force the person to continue a hazardous task to prove fitness.

Consider rest, an adjusted non-hazardous activity, a support person, safe transport or medical assistance. Do not encourage an apparently impaired person to drive. For a minor, use the agreed parent/guardian and safeguarding arrangements, considering whether that contact is safe and lawful.

4. Testing and evidence

This draft does not authorise compulsory drug/alcohol testing or an automatic student-paid test. A lawful, proportionate testing arrangement would require a separately approved protocol covering consent, purpose, trained collection, reliability, confirmation, privacy, cost, alternative explanations and review before use.

Refusal or inability to take a test is not recorded as a positive result. FACT may still pause an activity on a documented safety assessment. Explain the observations and what relevant evidence or functional clearance would allow safe return; do not request unrelated clinical detail.

5. Booking, return and conduct decisions

Agree a safe return and any missed learning or assessment. Where genuine illness or a medication-related health issue prevents attendance, consider POL-19 and POL-03, including the free-rebooking offer where FACT sends a student home because they are unwell. The assessor retains valid completed work subject to currency.

A deliberate serious safety or conduct breach is addressed under POL-05 with a response opportunity and proportionate decision. There is no automatic loss of a refund, certificate or all future bookings. Apply POL-13 and accepted terms. A negative test alone does not prove every required task can safely be performed.

6. Review, records and improvement

Give written reasons for ongoing restrictions, return conditions and booking decisions, together with POL-06/POL-07 review routes. Keep clinical or testing information restricted under POL-12/POL-15, separate from ordinary attendance notes.

Management reviews incidents, staff capability, supervision and task risks. The source policy's promise of a refund plus a free course after a negative test is not carried into this proposed new issue; honour any benefit already accepted at booking and obtain explicit approval before changing the future offer.

Management review and release record

Internal appendix — do not publish this page as student-facing policy. Proposed procedures below are not evidence that staffing, contracts, controls or fees have been implemented.

What changed

- Removes “refusal equals positive”, unapproved compulsory testing and blanket forfeiture.
- Uses objective safety observations, confidential support and safe departure.
- Flags the former negative-test refund/free-course promise as a commercial change, not a silent deletion.

Decisions and checks before release

- Approve not introducing a routine testing program and the safe-return process.
- Decide whether any future negative-test goodwill offer is retained; preserve existing accepted benefits.
- Confirm first-aid/emergency, transport and under-18 handover arrangements and staff training.

Confirm the legal contracting entity and contact aliases, align linked documents and operational messages, brief staff, and record formal approval and publication separately in FACT-REG-01. Existing bookings retain their accepted terms and legal rights.

Source and amendment record

Uploaded / business source: P10: Drugs 7 Alcohol Policy 2025.pdf; D08 Drug_Alcohol Policy.docx; related Sickness and Behaviour policies.

A016 | 6 September 2026 | FACT-POL-09, initial renewed draft. AI-assisted rewrite; management approval, implementation and public release pending.

Approver / date: _____ Actual publication: _____

Current external sources checked 6 September 2026:

[ASQA-support](#) | [ASQA — Training support, Standards 2.3-2.4](#)

[OAIC-3](#) | [OAIC — APP 3: necessary collection and sensitive information](#)

[ACCC-contract](#) | [ACCC — Contracts and unfair contract terms](#)

[ASQA-complaints](#) | [ASQA — Feedback, complaints and appeals](#)

These drafts are for review, not legal sign-off or a finding of operational compliance. Recheck relevant requirements before the proposed October release.