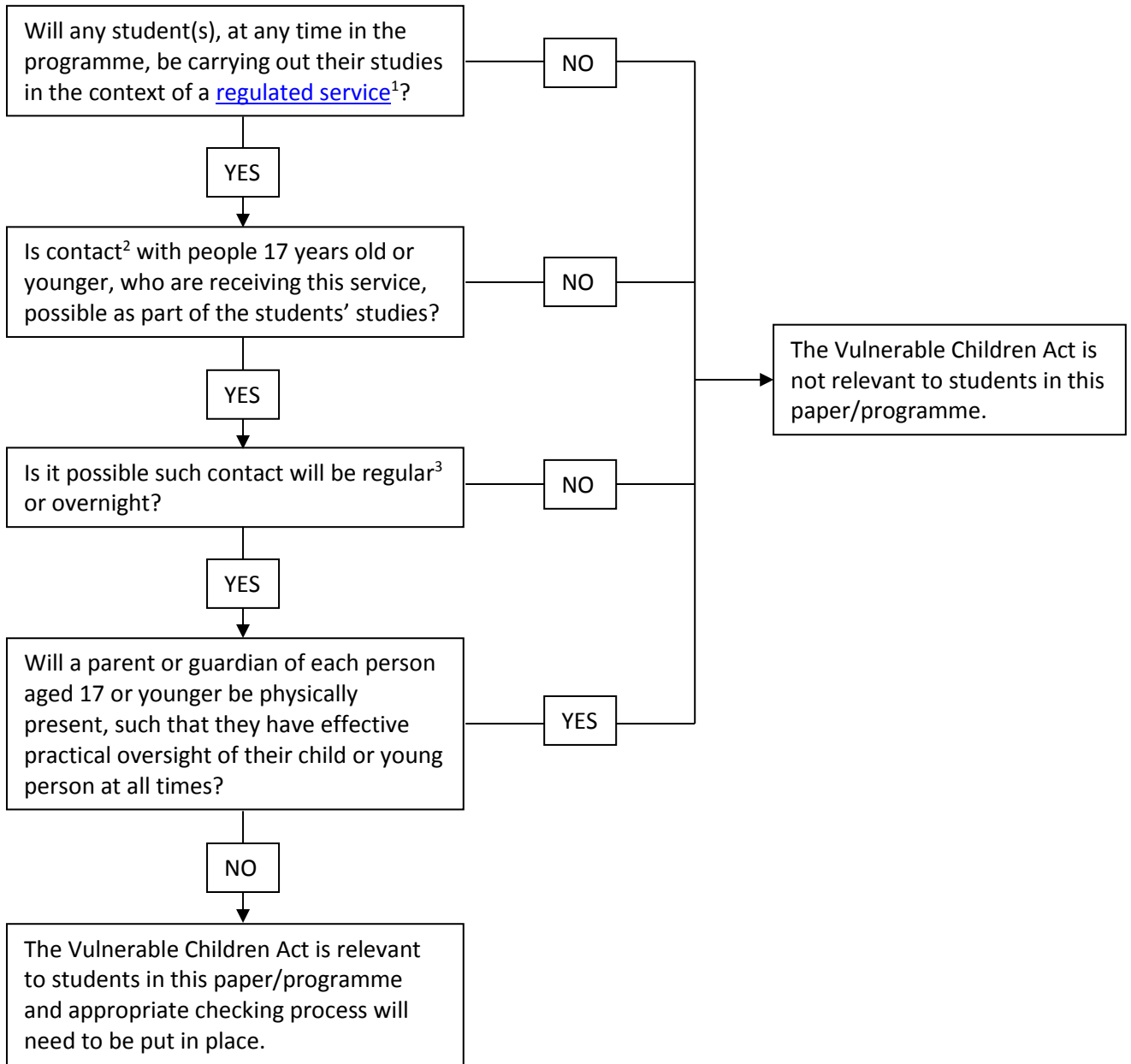


Flowchart for Determining if the VCA applies to a Paper or Programme

This flowchart should be used for (non-research) study, which should be considered in terms of the structure and planned activities of the programme. Note the supervised research should be treated on a project-by-project basis and the *Flowchart for Determining if the VCA Applies to a Research Project* should be used.



1. **Regulated Services** include welfare, counselling, health and school services within New Zealand. University teaching activities are not included except where they involve the delivery of, or take place in the context of another party's delivery of, these services (e.g. teaching in a hospital or school).
2. **Contact** is defined as physical contact, oral communication in person or by telephone, or communication through any electronic medium.
3. **Regular Contact** means that during any defined period (e.g. a placement) a student would be expected to have relevant contact with children or young people at least once per week, or four days per month.

If it is unclear as to whether the Act is relevant to a given paper or programme, it is recommended advice be sought from the Manager of Policy and Compliance at chris.stoddart@otago.ac.nz