

STUDENT INDUCTION CHECKLIST FORM & PROCEDURE

Induction is to be conducted by the Managing Director at orientation

Completed Activity

- ❑ Welcome and explain Course, Introduce staff
- ❑ Explain Access & Equity
- ❑ Explain the requirements for relevant student group including relevant legislation and licensing
- ❑ Explain the Building Evacuation procedures, position of amenities, access restrictions after hours and weekends where applicable;
- ❑ Explain the organization's aims;
- ❑ Hand out Client Folder – timetable, handbook, etc
- ❑ Obtain a signed enrolment form, run through each topic and address any concerns;
- ❑ Explain conditions, etc.;
- ❑ Explain the relevant legislation e.g. WH & S and The Vocational Education Training & Employment Act 2000 requirement for compliance. Requirements of legislation handout to be given to students.
- ❑ Provide the student member with a copy of the Students Handbook and identify the common elements contained within the Code of Practice and the Students Handbook Identify, and make reference to:
 - Student selection, enrolment and induction/orientation procedures;
 - Course Outline
 - Core & elective Unit of competencies and method of delivery & assessment if relevant
 - Learning & Assessment Strategies and procedures – individual learning needs – also explain how assessments are mapped to individual competencies in the training package
 - Access and equity;
 - Course information, including content and vocational outcomes (reference training manual);
 - Explain the importance of the Recognition Policy as it applies to RTO's. i.e. as an RTO, QET recognises the AQTF Qualifications and Statements of Attainment issued by other RTO's;
 - Explain the meaning of Competency Based Training as it applies to the training packages and assessment methods used by the RTO's in delivering courses under its scope of registration;
 - Fees and charges, including refund policy and application for refund process
 - Language, literacy and numeracy assessment refer student handbook;
 - Student/client support including external agencies/programs that RTO can identify that provide assistance if necessary;
 - Flexible learning and assessment procedures that can be provided;

- Appeals, complaints and Complaint procedures;
 - Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC) arrangements.
 - Explain office procedures, and distribute a copy to ALL new staff.
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- ❑ Explain the dress code;
 - ❑ Explain the training courses;
 - ❑ Explain support systems for students
 - ❑ Explain Privacy Policy
 - ❑ QET Managing Director to contact any student missing from orientation

Students signature to verify, “I have read and understand the contents of the documentation and the verbal presentation received today”.

Signature Student-----Date---/-----/-----

Signature Managing Director