



## STUDENT INDUCTION CHECKLIST

### Student Personal Information (Please fill up Using Block Capitals)

Last Name:	
First Name:	
Date of Birth (DD/MM/YY):	
Student ID:	

### Course Information

Course 1:		Course Code:	
Course 2:		Course Code:	

#### 1. Course/module information

- ☐ Introduction to VET
- ☐ Introduction to Competency Based Learning
- ☐ Introduction to Training, Management, Admin and Support staff
- ☐ Course Outline and Qualification Upon Completion
- ☐ Learning and Assessment Strategies
- ☐ Academic Schedule

#### 2. Policies and Procedures

- ☐ Attendance/Course Progress
- ☐ Refund Policy
- ☐ Provision of Medical certificates
- ☐ Complaints & Appeals
- ☐ Access to Records
- ☐ IT and Internet
- ☐ Printing
- ☐ Deferral/Cancellation/Withdrawal
- ☐ Quality Assurance

#### 3. Student Facilities

- ☐ Classrooms
- ☐ Access to computers
- ☐ Internet Access
- ☐ Toilets



#### **4. Ethics and Standards of the College**

- ☐ Access and Equity
- ☐ Code of Conduct
- ☐ Duty of care
- ☐ Plagiarism
- ☐ Grievance Resolution

#### **5. Occupational Health and Safety Procedures**

- ☐ Evacuation Procedures Explained and Demonstrated
- ☐ Emergency Exists
- ☐ Designated First Aid Person
- ☐ Location/access to First Aid Kit
- ☐ Emergency Contact Details

I have clearly understood and agree with all the policies and procedures mentioned during the induction session.

Student Name..... Date: .....

Staff Member Name:

Staff Member Signature(Student Support): .....Date:.....



# Student Induction Attendance and Receipt of Orientation Booklet

## Topics

### Student rights & responsibilities

#### Initial each item

Attendance: I understand my obligation to attend my scheduled classes no less than 80% for the duration of my course enrolment according to HA policy and the requirements of Visa condition 8202 .....

Course progress monitoring .....

Intention to report process: .....

Fee payments: .....

WHS: .....

Student attitude and behavior: .....

Student support services: .....

Student Name: ..... Signature:

..... Date of Orientation: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Privacy Statement & Student Declaration

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Hannay Accreditation.

I understand that my RTO Hannay Accreditation is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes

- School - if I am a school based apprentice or trainee or VET in Schools student.
- Employer - if I am enrolled in training paid by my employer.
- Government departments and agencies and authorised VET related bodies.
- VET regulators.

If you would like us Hannay Accreditation to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] \_\_\_\_\_

authorise "Hannay Accreditation" to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

[STUDENT SIGNATURE] \_\_\_\_\_ [DATE]