

Learner Orientation and Induction Procedure

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Purpose

TAFE Gippsland is responsible for ensuring that all learners, irrespective of course-type and study mode:

- have the opportunity to join in orientation activities; and
- participate in, course-specific induction, including Health Safety and Wellbeing (HSW) issues.

This procedure describes how TAFE Gippsland will engage with learners through a program of orientation and induction that promotes the study journey, sets clear expectations and describes mutual responsibilities.

Scope

This procedure applies to TAFE Gippsland staff responsible for orientation and induction of enrolled learners with the exception of VDSS learners. VDSS learners should refer to orientation and induction as per **TLN008POL - VET Delivered to Secondary Students (VDSS) Policy**, **TLN008PRO - VET Delivered to Secondary Students (VDSS) Procedure** and VDSS Handbook.

Procedure

Learner Orientation is critical to help new and returning, learners adjust to and feel comfortable in the TAFE Gippsland environment and give them an understanding of the values and culture of TAFE Gippsland.

A positive orientation experience will help learners build bonds with other learners and staff, ensure safety and build a positive relationship with TAFE Gippsland. Orientation includes the generic information that all learners of TAFE Gippsland need to know to adapt to and function in the TAFE Gippsland environment. Orientation utilises a standard set of information consistently across the Institute. TAFE Gippsland plans campus based and online orientation activities at critical times during the year.

Learner Induction is the process that conveys course-specific information, over and above that conveyed through Orientation, that a learner needs to know to successfully and safely undertake their course.

Orientation and induction are opportunities for staff to start getting to know each learner. A good orientation and induction program helps learners feel excited about starting the course and smooths the transition to campus life.

Orientation Information & Events

TAFE Gippsland will offer a program of orientation at the beginning of each calendar year. This program is not compulsory.

TAFE Gippsland will publish a Student Handbook annually to provide information and advice to learners to orient them to the organisation, services available, business practices and responsibilities.

Step	Action	Responsibility
1	The Student Handbook is reviewed and updated in August each year in preparation for key orientation events and enrolment times. Other orientation collateral may be prepared.	Manager Quality and Audit
2	Provide the updated Student Handbook to Service Managers, Heads of Department and Program Managers in August each year for comment and confirmation of content relating to teaching and assessment.	Manager Quality and Audit
3	Arrange for the new Student Handbook to be printed and uploaded to various pages on the website no later than start of October each year.	Manager Quality and Audit

Step	Action	Responsibility
4	Plan, implement and evaluate orientation events (eg O week). Use feedback from previous events to inform planning for future orientation events.	Manager Student Services
5	Coordinate with Manager Student Services and Heads of Department the planning and publishing of an orientation events or the beginning of each calendar year	Marketing Manager
6	Where applicable update Course Navigator in preparation for approval of TAS by the TAS Review Panel and to develop course specific orientation and induction information	Program Manager & Head of Department

Course Induction - Campus Based

On-campus learners will be guided through the learner orientation and induction by their educator using the Learner Induction Checklist, HSW Induction Checklist and the Learner Orientation and Induction PowerPoint template. Learners are required to sign off a Learner Induction Sign-off Sheet, to verify they have completed the induction.

Step	Action	Responsibility
1	Review and update general learner orientation and induction PPT presentation – August each year.	Manager Quality and Audit
2	Review and update Learner Induction Checklist Template – August each year.	Manager Quality and Audit
3	Review and update WHS Induction Checklist Template – August each year.	WHS Manager
4	Customise WHS Induction Checklist Template – October each year for course specific information.	Program Manager
5	Review and update Student Medical Information Form – August each year.	Manager Quality and Audit
6	Review content of Learner Induction Checklist/Learner Induction PowerPoint presentation and collect resources for orientation and induction session.	Educator conducting orientation/induction
7	Invite Health and Safety representative and other specialist presenters (e.g. Student Services) to attend the orientation and induction session at least 10 business days before the orientation/induction.	Educator conducting orientation/induction
8	Complete induction checklists and attach list of attendees. TLN010CHK1 - Learner Induction Checklist TLN010CHK2 - Learner WHS Induction Checklist TLN010FOR1 - Orientation and Induction Register of Attendees form	Educator conducting orientation/induction

Step	Action	Responsibility
9	Sign Learner Induction Checklist and file in a central location of the Teaching Department for a minimum of 12 months. TLN010CHK1 - Learner Induction Checklist	Educator conducting orientation/induction

Course Induction – Online

Online learners will complete their induction through Moodle.

Step	Action	Responsibility
1	Learner enrolls and is enrolled in a Moodle Shell <i>Learner Orientation to Online Learning</i> .	eLearning on enrolment
2	Learner is enrolled in a Moodle Shell <i>Online orientation</i> provided with online orientation.	eLearning on enrolment
3	Learner is advised to complete the online orientation prior to classes starting.	Educator
4	Learner completes online orientation and signs a digital declaration attesting to participating.	Learner
5	Online induction at unit level provided via Moodle	Educator

Related Legislation/Regulation

- Standards for Registered Training Organisations 2015

Related Policy and Procedures

- TLN008POL - VET Delivered to Secondary Students (VDSS) Policy
- TLN008PRO - VET Delivered to Secondary Students (VDSS) Procedure

Related Documents

- TLN010CHK1 - Learner Induction Checklist
- TLN010CHK2 - Learner WHS Induction Checklist Template
- TLN010FOR1 - Orientation and Induction Register of Attendees form
- TLN010REF - Learner Induction Power Point Presentation
- TLN022FOR1 - Student Medical Information form

Definitions

Orientation	Orientation includes the generic information that all learners of TAFE Gippsland need to know to adapt to and function in the TAFE Gippsland environment. Orientation utilises a standard set of information consistently across the Institute.
Induction	Induction is a process that conveys course-specific information, over and above that conveyed through Orientation, that a learner needs to know to successfully and safely undertake their course.
HSW Induction	Health, Safety and Wellbeing Induction is a sub-set of the induction process and focuses on the addressing the safety-related aspects of the learning environment. (also known externally as Occupational Health and Safety or Work Health and Safety)
Student Medical Information Form	Confidential document outlining learner health and medical status and history. To be completed by the learner or their parent/guardian if under 18 years of age.

Version Control

Item	Summary of Update	Version	Review Date
1	Procedure created	1.0	01/2015
2	Content updated	1.1	24/02/2015
3	Procedure rebranded from Federation Training to TAFE Gippsland. Chadstone Campus Induction Procedure (deleted) page 6 Permission, Indemnity & Permission to Seek Medical Advice changed to Student Medical Information form pages 3, 5, 7	2.0	29/05/2019
4	Comprehensive review and redevelopment	3.0	13/12/2021
5	Review and adoption of new template and naming conventions.	3.1	17/01/2023

Appendices

Nil.