

Student Induction and Orientation Procedure

Contents

Introduction	2
Purpose	2
Scope.....	2
Student Induction and Orientation Policy	2
Principles/Statement	2
Student Induction and Orientation Procedure	2
All Campuses.....	2
Process for Accredited Courses:	3
Process for Short Courses:	4
Reference and Supporting Information	4
Definitions	4
External Legislative Context.....	5
Forms and Templates	5
Responsibility.....	5
Document Version Control Table	5

Introduction

Purpose

This document sets out the TAFE Gippsland policy and procedure relating to student orientation and describes the distinct but complementary relationship between Institute-wide orientation and course-specific student induction, including WHS issues. The policy includes resources to enable the provision of different levels of orientation information to students depending on whether they are undertaking full Accredited Courses or Short Courses.

Scope

This process applies to all learners undertaking training programs provided by the Institute, on Institute premises.

Student Induction and Orientation Policy

Principles/Statement

TAFE Gippsland is responsible for ensuring that all students, irrespective of course-type and study mode, complete an orientation process and, where appropriate, course-specific induction, including WHS issues.

TAFE Gippsland services a significant geographic area and delivers flexible and highly responsive training to meet the needs of a diverse student population. This policy and procedure seeks to support the positive benefits of flexible but numerous delivery modes while ensuring a consistent and high quality orientation and induction process.

Student Induction and Orientation Procedure

All Campuses

This Policy and Procedure distinguishes two types of orientation: orientation for those students undertaking short courses (utilising the Short Course Orientation Guide) and orientation for those undertaking accredited training leading to an Accredited Qualification (utilising the Student Orientation Guide).

Orientation information should be provided to prospective students along with their enrolment forms. Providing student orientation guides and enrolment forms together also has the benefit of partially fulfilling Standard 5.2 of the Standards for RTOs 2015:

- “Before clients enrol or enter into an agreement, the NVR Registered Training Organisation informs them about the training, assessment and support services to be provided, and about their rights and obligations.”

Where it is impractical to provide the Short Course Orientation Guide or the Student Orientation Guide prior to enrolment, these are to be made available to students no later than at the time of student orientation and induction.

In addition to the receipt of broad orientation information, All TAFE Gippsland students go through a formal, generic induction process whereby authorised personnel acquaint students with the class/campus environment, as well as an introduction to broader policies, course overview, and student rights and responsibilities. This is achieved by the utilisation of:

- the Student Induction Checklist, and
- Student Induction Power Point Presentation (optional).

Students are also required to undergo a WHS Induction, whereby authorised personnel are to acquaint students with WHS-related factors specific to their learning environment. This is achieved by the utilisation of:

- Student WHS Induction Checklist Template.

This template is to be customised by the teaching and learning area to include WHS risks, hazards and control measures specific to the learning environment/s and course/s delivered.

Students enrolled in an Accredited Course are also required to complete either prior to or during the Induction and Orientation process:

- Student Medical Information form.

The Student Medical Information form must be the most up-to-date version for each student, and students are to submit a new form when they become aware of a change to their health/medical status.

Where appropriate in higher-risk areas, a Job Safety Analysis (JSA) and/or a Safe Work Method Statement (SWMS) are to be utilised.

Process for Accredited Courses:

- Authorised personnel are responsible for ensuring that all learners present in the class are formally enrolled with the Institute.
- All learners undertaking a course of study with TAFE Gippsland will be advised where to access information contained within the TAFE Gippsland Student Orientation Guide, prior to enrolment and/or during induction.
- All learners undertaking study on-campus at TAFE Gippsland must be inducted according to this process utilising the abovementioned checklists and forms.
- Induction Checklists must be completed for all courses, and have attached a list of learners present for the induction.
- Each item on the checklists must be marked off by authorised personnel as it is discussed or information is provided.
- The checklists must be signed and dated by authorised personnel and maintained within the relevant department for a minimum of one year.
- Arrangements must be made for learners who join the course at a later date, to be inducted and evidence of this must be documented on the induction checklist or the attendance roll.

Process for Short Courses:

Authorised personnel are responsible for ensuring that all learners present in the class are formally enrolled with the Institute.

All learners undertaking a course of study with TAFE Gippsland will be advised where to access information contained within the TAFE Gippsland Short Course Orientation Guide, prior to enrolment and/or during induction.

Induction, and where required, WHS induction is to be provided to a standard in keeping with the content, location and risk level of the Course/Unit being delivered, and the checklists utilised appropriately.

Reference and Supporting Information

Definitions

Term	Definition
Orientation	Orientation includes the generic information that all students 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 student needs to know to successfully and safely undertake their course.
WHS Induction	Workplace Health & Safety Induction is a sub-set of the induction process and focuses on the addressing the safety-related aspects of the learning environment.
Accredited Course	A structured sequence of vocational education and training that has been accredited by a state or territory course-accrediting body and leads to an Australian Qualifications Framework qualification or Statement of Attainment.
Short Course	<p>A Short Course may comprise:</p> <ul style="list-style-type: none"> • One or more nationally recognised units, but not enough to form/satisfy a qualification • One or more units developed with the institute and approved by the institute's CEO <p>Individual teaching teams maintain a register of their own short courses.</p>
JSA	Job Safety Analysis (for low-risk work or activity)
SWMS	Safe Work Method Statement (for high-risk work or activity)
Green Book	Electricity Supply Industry Code of Practice
Student Medical Information Form	Confidential document outlining student health and medical status and history. To be completed by the student or their parent/guardian if under 18 years of age.

External Legislative Context

ASQA Standards for Registered Training Organisations 2015

Forms and Templates

- Student Orientation Guide
- Short Course Orientation Guide
- Student Induction Checklist
- Student WHS Induction Checklist Template
- Student Induction Power Point Presentation
- Student Medical Information form TL 022 Form 1

Responsibility

Director, Academic Governance

Document Version Control Table

Item	Summary of Update	Version Control	Revised Date
1	Procedure created	V1.0	01/2015
2	Content updated	V1.1	24/02/2015
3	Procedure rebranded from Federation Training to TAFE Gippsland. Chadstone Campus Induction Procedure (deleted) pg 6 Permission, Indemnity & Permission to Seek Medical Advice changed to Student Medical Information form pg 3, 5, 7	V2.	29/05/2019