



## STUDENT INDUCTION CHECKLIST

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

Last Name	<input type="text"/>
First Name	<input type="text"/>
Date of Birth (DD/MM/YY)	<input type="text"/>
Student ID	<input type="text"/>

### Course Information

Course 1	<input type="text"/>	Course Code	<input type="text"/>
Course 2	<input type="text"/>	Course Code	<input type="text"/>

#### 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 ☐
- RPL/RCC Procedures ☐
- Academic Schedule ☐

#### 2. Policies and Procedures

- Attendance/Course Progress ☐
- Refund Policy ☐
- Dress Standards ☐
- Provision of Medical certificates ☐
- Complaints & Appeals (Academic and Non Academic) ☐
- Access to Records ☐
- IT and Internet ☐
- Printing ☐
- Deferral/Cancellation/Withdrawal ☐
- Access to Policies/Procedures and Forms ☐
- Quality Assurance ☐

### 3. Student Facilities

- Classrooms ☐
- Access to Computers ☐
- Internet Access ☐
- Toilets ☐
- Public transport ☐
- Car parking, Time Limits and Restrictions ☐
- Library (Melbourne City) ☐

### 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 Exits ☐
- Designated First Aid Person ☐
- Location/access to First Aid Kit ☐
- Emergency Contact Details ☐

6. I have received a copy of the **ANC Student Manual and Orientation Guide**, including the Requirements of Legislation handout and acknowledges that the information, policies contained within have been explained today. ☐

**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**.....

*Please file original in student file*