

## P.19.01a

# STUDENT INDUCTION POLICY AND PROCEDURE

### 1.0 INTRODUCTION

AVETA will ensure that it complies with all relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to its operations and its scope of registration. AVETA will also ensure that it maintains systems which promote compliance with legislative and regulatory requirements. In order to ensure compliance with legislation all AVETA students will be required to undertake the following induction process.

### 2.0 RELATED AVETA POLICIES AND PROCEDURES

- Compliance Policy and Procedure
- Formalisation of Enrolment and Written Agreement Policy and Procedure

<b>3.0 INDUCTION FOR ALL AVETA STUDENTS</b>	
<b>3.1 POLICY</b>	<b>3.2 PROCEDURE</b>
<p>a) All AVETA students will be introduced to AVETA's facilities, staff and amenities. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Location of Classrooms, Training Facilities (including Kitchens), Toilets, Kitchenette, Student lockers, and recreation areas</li> <li>• Location of Administration, Finance and Academic departments within AVETA</li> <li>• Introduction of staff members and their positions explained</li> <li>• Location of First Aid kits</li> <li>• Public transport and car parking in proximity to AVETA premises</li> </ul>	<p>a) All AVETA students will be taken on a guided tour and detailed explanation as per the Student Induction Form F.19.07.</p> <p>b) AVETA's Administration department is responsible for the induction of students and explaining all the items listed in (a).</p> <p>c) AVETA will provide and explain the following during induction:</p> <ul style="list-style-type: none"> <li>• Copy of timetable</li> <li>• Attendance requirements information</li> <li>• Course Progress and risk interventions</li> <li>• Marketing consent</li> </ul>
<p>b) As part of the enrolment process at AVETA, enrolling students will be inducted so that they are aware of legislation, policies and procedures that are relevant to them as an International student. These include the following: -</p> <ul style="list-style-type: none"> <li>• Complaints and Appeals</li> <li>• Deferment, Suspension or Cancellation</li> <li>• Fees and Charges</li> <li>• Refund</li> <li>• Privacy</li> <li>• Reporting International students via PRISMS</li> <li>• Transfer</li> <li>• Occupational Health and Safety</li> <li>• Student Code of conduct</li> <li>• Cheating and Plagiarism</li> </ul>	<p>a) AVETA's Admin staff will explain the relevant policies on the day of induction.</p> <p>b) AVETA's Admin staff will also provide students with AVETA's Student Handbook which lists all these policies relevant to them as a student.</p> <p>c) All student would undertake an LLN assessment though LLN Robot to identify any support a student may require. This will ensure AVETA provides access to the required support throughout their training to maximise the chance of a student successfully completing their training.</p> <p>d) In addition, students will be advised about the following systems and associated procedures:</p> <ul style="list-style-type: none"> <li>• Printing/photocopy</li> <li>• Email/computer access</li> <li>• Student ID card</li> </ul> <p>e) AVETA's Admin staff and the student will sign off the Induction form on completion of the tasks as per the Induction form.</p> <p>f) The Induction form will be maintained on the student's file with Admin.</p>