

Business Unit: Corporate
 Department: Operations

Owner: PSG Australia
 Date: 22 October 2005

CO DOCS B238**Student Induction Checklist**

Course		Class ID:	
Staff Member		Date of Induction	

Description (Note all items may not be applicable to all courses)

- ✓ Explain the course outline, credential upon completion and vocational outcomes
- ✓ Explanation of vocational terms e.g. competency, performance criteria
- ✓ Outline relevant dates
- ✓ Student guide information
 - RPL, credit transfer, appeals on assessment, access & equity, withdrawal dates and refunds policy, disciplinary procedures, feedback process
- ✓ Introduce students to teachers, and training coordinator, if possible
- ✓ Distribute and explain timetable, if applicable
- ✓ Explain how to access trainers
- ✓ Learning materials required
- ✓ Explain PSG Australia procedures regarding
 - Attendance requirements
 - Protocol when absent
 - Process for complaints
 - Access to staff and leaving work for trainers
 - Competency outlines
 - Assessment procedures and methods
 - Penalties for late work
 - Special consideration processes
 - Flexible learning
- ✓ Provide students with contact numbers of Administrative Officers and support personnel
- ✓ Outline relevant occupational health and safety procedures
- ✓ Explain evacuation procedures relevant to their location
- ✓ Tour the training facility