



Student Orientation Policy and Procedure VET

Purpose:

SELC provides comprehensive institutional and course specific orientation for students, as required under Standard 6 Student Support Services, of the National Code of Practice. The SELC student orientation, is designed to support students to adjust to study and life in Australia, to achieve their learning goals and outline the specific requirements to maintain satisfactory course progress and comply with conditions of their student visa.

Student Orientation

SELC students undertake a full orientation session, one-week prior of course commencement. The orientation is age and culturally appropriate, including but not limited to the following:

- Registration
 - Students register and complete SELC forms to record commencement on Student Information Database and SELC checks original credentials used as entry requirements
 - Students who are not financial, including materials/resource fees, will be required to pay outstanding fees to SELC accounts prior to registration and orientation

- Welcome to SELC & Australia
- Introduction by SELC Department Coordinator and key SELC staff
- Industry guest speakers
- SELC Student Orientation Presentation
 - SELC vocational colleges overview
 - SELC staff & support
 - General campus rules
 - Dress code
 - Official requirements
 - Attendance
 - Academic Progress
 - Fee Payments
 - Special leave
 - Contact details
 - Work conditions for student visa holders
 - Completion within expected duration, including conditions for extension
 - Intervention strategies support & consequences
 - Student needs
 - Partner organisations
 - Academic rules
 - Advanced standing
 - Counselling & grievance procedures
 - Questions
- Resource allocation, where applicable
- Uniform fittings, where applicable
- Student cards (Reception)
- Facilities tour
- Log in details for Moodle Instructions (where not one in class)

Refer to Appendix 1 - Sample Orientation Program

Student Orientation Attendance Monitoring

SELC Administration provides the RTO Manager with a SELC Vocational Orientation Student Intake List (generated through the student database), that identifies all new students. At registration prior to formal orientation program commencing, SELC appointed administration staff check:

- Cite original copies of entry requirements & photo ID eg: passport, etc
- Provide students with Orientation Packs that include documentation to be completed and signed
- Identify students who have commenced, by getting students to sign the SELC Vocational Orientation Student Intake List
- VET Administration team to follow up with the agents, on any students who have not attended orientation, so that they can attend a late orientation or student will receive attention to report as per PRISMS for non-commencement. A fee may occur, for not attending orientation.

Student Information and resources to be completed prior to Registration

The following information needs to be prepared prior to orientation:

- SELC Vocational Orientation Student Intake List (identify payment status and course) as generated by Student Information Database
- Student information packs collation
 - Student Information Form
 - Resource Acknowledgement Form (course specific)
 - VET Student Handbook
 - Course Specific documentation as per chart below
 - Timetable
 - Academic calendar (year appropriate)
 - Student ID Card
 - List of Fees for Vocational Qualifications (added)
 - VET Term Dates and Instalment Due Dates (added)
 - E-Learning Moodle Guide (added)
 - USI information sheet (added)
 - Course Specific documentation (as per chart below)
- Textbooks (where applicable)
- Uniforms (where applicable)
- Room set up for orientation
- Signage
- Pens
- Invite Industry guest speakers
- Program as per Appendix 1

Student Information to be completed during Registration

Students will be required to sign and complete the following forms included in the student information packs during registration and return to the SELC staff:

- Student Information Form
- Class allocation and timetable distribution

Course Information to be completed during Orientation

Students will be required to sign and complete the following forms included in the student information packs, during course specific orientation and return to SELC staff:

- Resource Acknowledgement Form (course specific)
- Course Specific documentation (as per chart below)

Course Specific Documentation

Students from different courses will be required to undertake course specific orientation, and complete the relevant forms as per chart:

Course	Documentation	Retain/Return
SIS30315 Certificate III in Fitness	FIT Room Waiver	Student signs & returns
	Adult Pre-Exercise Screening Tool	Student signs & returns
	FIT Room Code of Conduct	Student retains
	Policy for Use of SELC FIT Room Timetable Student Handbook E-learning account setup	Student retains
SIS40215 Certificate IV in Fitness (not required for continuing students from Cert III at SELC)	FIT Room Waiver	Student signs & returns
	Adult Pre-Exercise Screening Tool	Student signs & returns
	FIT Room Code of Conduct	Student retains
	Policy for Use of SELC FIT Room Timetable Student Handbook E-learning account setup	Student retains
CHC30113 Certificate III in Early Childhood Education & Care	Early Childhood Education & Care Mandatory Work Placement Guidelines Timetable Student Handbook E-learning account setup	Student retains
	Early Childhood Education & Care Mandatory Work Placement Log Book– Certificate III	Student retains & returns to trainer as per mandatory work place schedule
CHC50113 Diploma of Early Childhood Education & Care (not required for continuing students from Cert III at SELC)	Early Childhood Education & Care Mandatory Work Placement Guidelines Timetable Student Handbook E-learning account setup	Student retains
	Early Childhood Education & Care Mandatory Work Placement Log Book - Diploma	Student retains & returns to trainer as per mandatory work place schedule
BSB30415 Certificate III in Business Administration BSB50215 Diploma of Business (not required for continuing students)	Timetable Student Handbook E-learning account setup	Student retains
BSB41515 Certificate IV in Project Management Practice BSB51415 Diploma of Project Management BSB61215 Advanced Diploma of Program Management (not required for continuing students)	Timetable Student Handbook E-learning account setup	Student retains
BSB42015 Certificate IV in Leadership and Management BSB51915 Diploma of Leadership Management BSB61915 Advanced Diploma of Leadership and Management	Timetable Student Handbook E-learning account setup	Student retains

After Orientation

The following will be undertaken by SELC administration after registration and orientation:

- Student information regarding the following will be updated on Student Information Database
- Student Information Form
- Students who commenced will have their status updated on Student Information Database
- The following completed and signed forms to be files into the student file and ticked off the Student File Contents List:
 - Student Information Form
 - Resource Acknowledgement Form (course specific)
 - Course Specific documentation (as per chart above and hand written)
- Administration will make a spreadsheet to follow up non-commenced students, with the agents and offer a scheduled late orientation
- Students who did not commence or contact SELC to confirm a start date, are sent a non-commencement letter reminding them that they must commence by the default start date (10 working/business days,) and failure to commence may result in PRISMS reporting for non-commencement by default start date. Student has 20 working days to appeal.
- Late students will be required to ensure that resources and uniforms are obtained prior to first class.
- Students to submit their USI to SELC Administration (if gained before orientation), or apply for USI on SELC computers, during orientation and submit to SELC Administration.

Late Orientation

A late orientation is scheduled for within 2 weeks of course start date and cater for students who were unable to attend the formal orientation session, but commence before the default start date. Late students will undergo the full orientation, but will not include industry guest speakers

Non-Commencement

Students may only defer commencement at the agreed date of the course commencement, on medical grounds or on exceptional compassionate ground. This is to be assessed in accordance with Standard 9, of the National Code of Practice Deferring, suspending or cancelling the student enrolment. Details are as per SELC Policy for Deferment, Suspension and Cancellation of Studies.

Non commencement for any other reason will be seen as student default, and the VET Administration Manager will notify DHA of any student, that did not commence by the default date (5 business days after start date) on PRISMS for non-commencement of studies.

Student I.D. Cards

- All students are required to carry student identification cards on campus

Student Log-ins

- Students to be given log ins to Moodle for integrated e-learning
- Student to be given access to the SELC Wi-Fi network. Signage around campus.

Appendix 1: Sample VET Orientation Program

9:45am 3:45pm	Registration <ul style="list-style-type: none"> • Student Registration Process • Student receives Orientation Pack 	VET Admin
10:00am 4:00pm	Welcome to SELC <ul style="list-style-type: none"> • Introduce SELC Staff • Introduce Industry Guest Speaker 	VET Coordinator
10:10am 4:10pm	Industry Guest Speaker (where applicable) & Student Orientation Presentation – room TBA	TBA VET Coordinator, VET Admin
11:45am 5:00pm	Students complete the following SELC forms and return to VET Admin <ul style="list-style-type: none"> • Student Information Form • Resource Acknowledgement Form • Course Specific documentation 	VET Coordinator, VET Admin
12:00pm NA	Resource allocation: <ul style="list-style-type: none"> • Course specific resources 	VET Coordinator, VET Admin
12:15pm 5:15pm	SELC Campus tour <ul style="list-style-type: none"> - VET rooms - Notice Board for VET - Social activities notices - Offices – Director of Education Development/ VET Coordinators - Reception - Barista room/cafe - Student common area - Toilets - Microwave and food area - Computer rooms • Social Coordinators office (Bondi campus only) 	VET Admin
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