

STUDENT INDUCTION / ORIENTATION PP

See also

S12 PROSPECTIVE NEW STUDENT CHECKLIST
S11.3 Enrolling, Protecting & Informing Students PP
S12 STUDENT EMAIL & WELCOME
S12 STUDENT ORIENTATION INFO
S12 STUDENT ORIENTATION 2ND YEAR
S2 Student Handbook

POLICY

The purpose of this procedure is to outline the system used for inducting and orientating students into their courses at LCAD. The induction will ensure the student is comfortable and adequately prepared for study in the College and commencing to adapt to Australia if they are directly from overseas.

All students will meet with the coordinator or head of administration upon initial arrival at the College.

PROCEDURE

1. On arrival in Australia, the student is to be met at the airport by an RTO member (if requested) and taken to their arranged accommodation. The student is also to be assisted in locating the college, and the amenities surrounding both the college and their residence.
2. The student is to be enrolled and informed according to LCAD policy S11.3 Enrolling, Protecting & Informing Students PP prior to enrolling.
3. New students will attend an Orientation session at the college approximately one week before classes start in their first term. It is normally conducted by the coordinator and administration. At times the Head of Art will attend.
4. This session will welcome students and introduce students to how to use the college, building, student amenities and facilities, and classrooms. The session will also cover details about courses and study units and teachers.

ORIENTATION SESSION

The Orientation session with all new students normally takes between 1-2 hours. The coordinator will go over the details below which will be covered in the Orientation handout given to each student.

On using the classrooms and facilities

- Take a roll call of all students attending. Make a list of which each attendee signs.
- Coordinator welcomes students & introduces teachers and discusses course
- Teacher or Head of Art to say a few words
- Discuss S12.3 Orientation Information Sheet
- Discuss class and term structure, holidays, Project completion & assessment, attendance, absence, arriving on time, texting school, class rolls, plagiarism, Mobile phones
- Tour College – toilets, kitchen, keep studios clean - no hot food, entry & exit codes, storage/lockers, studios and access, printing access, computer access, studio WHS & Sustainability, parking, bike racks
- Show location and use of WHS, emergency procedures, exits, lights, first aid, accident and safety, hazard and dangerous situations or equipment.
- Discuss keeping materials, belongings, and artwork safe.
- Discuss appropriate and inappropriate clothing
- Discuss inappropriate behaviour.
- Explain course materials requirements
- Materials and material KITS that students are required to purchase will be discussed

See:

S9.3 MATERIALS Visual Art
S9.2 MATERIALS Sculpture
S9.3 MATERIALS Design & Photography

- Reiterate that the college's policies are readily available of the college's website. Explain where or how to navigate to the policies. Students should know that the college has policies on Course Progress, Appeals, Complaints, Deferring & Suspensions, Transferring, Refunds and Student Welfare – legal, medical, support services, and more.
- Being in student Accommodation
- Safety to and from college
- Keep overseas students back and discuss and answer questions about the city, accommodation, and safety.

On details of student's classes

Class timetabling, study unit outlines, assessment, Folio Week, studio access, storage of artwork and equipment, and teachers will be discussed.

- At the beginning of each new study unit in each term, the student will be given an outline detailing the content of the unit, assessment tasks and dates, as well as the units underpinning Units of Competency.
- Details will be given on the standard of work expected, how to approach learning and time needed to be given to their studies in terms of independent studio time.
- Details of C and NC assessment and the college's informal higher education marking of HD, D, C, PA, and NYP

Completing Students Enrolment

During the session, the admin will make sure all remaining requirements of the student, prior to studying, are completed. This includes completing the S10 STUDENT COVERSHEET attached to the application form and documents:

- ID photo was taken.
- High school certificate or CSPA test pass results
- Student's DROPBOX account is also established, and their setup email is recorded.
- International students have presented their IELTS pass if needed
- International students have presented their OSHC for their enrolment period
- International student's USI number.
- Younger Student's form completed (if required)

Orientation handout

An Orientation handout will be given to each new student and should include updated info for that term:

S12.3 STUDENT ORIENTATION INFO handout or
S12.3 STUDENT ORIENTATION 2ND YEARs for second-year students.

1. Student Orientation Information
2. Appropriate materials kit.
3. General Materials list
4. Instructions for setting up a USI number
5. Instructions for setting up a Dropbox account
6. A year planner
7. Timetable
8. Information regarding KEY student Information including
 - the STUDENT MANUAL
 - Student Services Information
 - WHS