

Student Induction Checklist

This form is to accompany Student WHS Induction Template			
Course / Unit Code:		Date:	
Course / Unit Title:			
Location / Venue:		Campus:	
Teacher / Trainer Name:		Signature:	

ITEMS	Tick or NA
INTRODUCTION	
Welcome Students	
Check to ensure ALL attendees are Enrolled	
Introduce relevant staff and provide details of Teachers' contact details	
Personal Emergency Evacuation Plan (PEEP) Completed & Copy Retained by Teacher	
Student Medical Information Form Completed & Copy Retained by Teacher	
Student Induction Power Point Presentation	
AMENITIES (Cross out which do not apply)	
Building / Classroom / Workshop Locations and Access - Including Disabled	
Car Parking - Including Disabled	
Toilets – Including Disabled	
Cafeteria / Drink Machines / Water Fountains / Tea & Coffee Facilities	
Reception / Library / Bookshop	
Student Support Services - Including Disability Support & Koori Support	
INSTITUTE POLICIES – Students and Staff are to abide by Policies relating to:	
Deferral / Withdrawal / Refund	
Access and Equity	
Managing Inappropriate Behaviour - Bullying, Discrimination & Harassment	
Use and Provision of ICT Services and Facilities	
Smoking, and Illegal & Addictive Substances	
Cheating and Plagiarism	
Yallourn Only - Night students to exit via South workshop door	
Yallourn Only - Night students to use car park in front of Barn (Flood Lit & Security Monitoring)	
Welding bays and Lathe to be cleaned at the end of class	
Safety glasses to be worn at all times & double eye protection when grinding	
Gloves to be worn when required	
No practical work or operating machines during lunch or tea breaks	
All students to complete Job safety Analyses (JSA)	
Customer Feedback	
Privacy	
COURSE OVERVIEW	
Course Delivery Mode/s	
Time-table Overview and Break Times	
Assessment / Testing / Examinations Overview	
Assignments (Submission / Late Assignments / Extensions, etc.)	
Attendance and Absence	
Excursions (if applicable)	

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Practical Placement (if applicable)	
Use of Mobile Phones and Devices in the Learning Environment	
ACCOMPANYING FORMS – Attach the following	
List of all students attending this Orientation and Induction session	
Student WHS Induction Checklist	
Student Medical Information Form	
Personal Emergency Evacuation Plan (PEEP)	