



## STUDENT INDUCTION PROCEDURE

At the beginning of the first session the trainer is to provide information to all Students about the training and assessment processes, their rights and obligations and all other matters affecting their training at Thornlie SHS.

The Student is to complete the form below and sign that they have received and understood the information provided.

Once completed the trainer will copy this form and place the copy into the student's file and then send the original completed form to the Careers Centre where it will be filed. **\* Mandatory Fields.**

<b>Student's Name:</b> *	<b>Yr:*</b>	<b>Certificate:</b> *
<b>PLEASE PLACE A TICK ACKNOWLEDGING EACH DOT POINT IN THE SHADED COLUMN PROVIDED.</b>		
<ul style="list-style-type: none"> <li>Learner has received a copy of the student handbook</li> </ul>		✓
<b>Outline of the course information and course Delivery:</b>		
<ul style="list-style-type: none"> <li>Framework of the programme, (including how it aligns with Department of Consumer and Employment Protection legislation if applicable).</li> <li>Outcomes.</li> <li>90% attendance to all classes is a requirement for full completion of the Certificate.</li> <li>Assessment – how it occurs.</li> <li>Cancellation and refund policy.</li> <li>Role of Trainers / Assessors.</li> <li>Recognition of Prior Learning – what is it, how to apply, procedures undertaken.</li> <li>Completion time frames.</li> </ul>		
<b>Outline of Training Venue and Study Environment Policies:</b>		
<ul style="list-style-type: none"> <li>Facilities and equipment: first aid facilities, amenities, refreshment areas.</li> <li>Messages.</li> <li>Classroom behaviour.</li> <li>Equal opportunity.</li> <li>Prevention of Harassment, Vilification and Bullying.</li> <li>Complaints and Appeal Procedures.</li> <li>Occupational Health and Safety: Emergency Procedures.</li> <li>Accident and Injury.</li> <li>Security.</li> <li>Privacy and Confidentiality.</li> </ul>		
<b>At the conclusion of the induction</b>		
<ul style="list-style-type: none"> <li>Has the Student signed and dated the Induction Sheet, below, acknowledging participation in induction and access to Student Handbook.</li> </ul>		
<ul style="list-style-type: none"> <li>Signs and dates the Induction Checklist.</li> </ul>		
<ul style="list-style-type: none"> <li>Signed Induction Checklist on Student's file.</li> </ul>		
<b>Acknowledgement of Induction</b>		
I acknowledge my participation in induction and I have access to the Student Handbook and know how to access it for future reference:		
Students Signature:	*	
Date:	*	
Thornlie SHS Representative:	Trainer's name:*	Trainer's Signature:*
Date:	*	

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Version	V4-3/2/2020	Revision dates	<u>1<sup>st</sup> Issue</u> 01/12/2016	<u>2<sup>nd</sup> Issue</u> 30/1/18			

# Thornlie Senior High School

## RTO Number 50555



### STUDENT CONTRACT FOR CERTIFICATE COMPLETION

“The Australian Qualifications Framework (AQF) provides a guide to the volume of learning which describes how long a student who does not hold any of the competencies identified in the relevant units of competency or modules would take to develop all the required skills and knowledge. ‘Volume of learning’ includes all teaching, learning and assessment activities that a typical student must undertake to achieve the learning outcomes. The RTO must be able to demonstrate that the course

- has the characteristics to achieve the required rigour and depth of training
- can meet all of the competency requirements in a shorter timeframe.”

In order to achieve competency, I will:

- Wear school uniform and or be attired in appropriate clothing and PPE as required by the teacher
- Have my phone off and away all day as per Department of Education policy
- Arrive at the nominated room prior to the start of class, with all required equipment
- Follow the trainer’s instructions at all times
- Regularly attend classes and maintain a minimum 90% attendance
  - Unacceptable reasons for missing class include, but, are not limited to, driver’s lessons and tests, helping another teacher, visiting Student Services and helping a friend.
- Participate in all class activities and complete all set work to the assessor’s required standards
- Complete work placement in the appropriate industry at the required levels for the number of work days as indicated by my trainer

Lateness or absence from class is not acceptable. All normal school rules will apply at all times. Any breach of this contract will result in non-completion of the certificate.

I, \_\_\_\_\_, acknowledge that I have listened to the trainer and/or read and understood all the point listed on both sides of this Student Induction Procedure sheet and understand the requirement to follow these guidelines to achieve competency.

Student Name		Student Signature		Date	
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Parent/Guardian Name		Parent/Guardian Signature		Date	
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