1. Policy Statement

ABS conducts an induction session for all students. The session includes the provision of the Student Handbook, Transport Concession documents, a PowerPoint Presentation and a tour of the school including classrooms, amenities and emergency exits. Ideally this occurs before the student commences. Any student who fails to attend will be advised they must attend the next available time allotted to an induction session.

Three inductions are held each term in weeks 1, 4 and 7 to maximize the opportunities for students to attend.

2. Purpose

The purpose of this policy is to explain how the Australian Business School inducts and prepares the student for their course of study to ensure administrative awareness, roles and responsibilities, orientation to the building and surrounding environs and work, health and safety information.

3. Scope

This policy applies to all students studying any of the face to face delivery units of competency on the Australian Business School’s scope of registration.

4. Definitions

ABS    Australian Business School
DoS    Director of Studies
COE    Confirmation of Enrolment
RPL    Recognition of Prior Learning
5. Procedures

1. The student will receive an emailed invite to the Induction session informing them of the date, place and time of the session.

2. The induction is performed by the Dos or their delegate.

3. Copies of the Student Handbook and the PowerPoint presentation are given to each student in attendance.

4. Forms such as AVETMISS and Transport Student Concession Application and Induction Checklist are completed during and immediately after the session.

5. Students are taken on a guided tour of the school to view rooms, amenities and emergency exits.

6. The session ends in the reception area where student’s photos are taken for the purpose of creating their ABS Student ID Card, which is made available in approximately 24 hours. (Attendance at an induction session is a pre-requisite to the student receiving their student ID)

6. Responsibilities

6.1 DoS VET

• Deliver Induction session, ensure all necessary information is provided.

6.2 Administration

• Email invite to the Induction session, prepare documents for sessions, photograph students and create Student ID’s

7. Documentation

7.1 Student Handbook

7.2 Copy of slides

7.3 AVETMISS Form

7.4 TMR Transport Concession Form
8. Flowchart

**ADMINISTRATION**

Advises student via email as to the requirement to attend, date, time and place of session.

Prepares roll and sufficient copies of documents required for the session.

**STUDENT**

Student attends

Prior to session: DoS administers LLN Test for students who have not completed already

DoS marks roll, delivers session (with PP Presentation) explains and distributes documents.

DoS takes students on tour of building highlighting safety and comfort issues as well as orientation to the floor plan.

Students group and individual photos are taken for Student ID’s.

**DIRECTOR OF STUDIES**

Student completes paper work and provides to Administration

This is marked asap and ABS Policy 212 Student’s Learner Needs Policy is actioned

Documents actioned, filed and Student ID’s created for collection the following day.