

STUDENT INFORMATION CHECKLIST

Date: ____/____/____

Student Name:

Inducted By:

When induction information has been presented/discussed, the Client will initial the relevant induction information to indicate that it is understood.

The person conducting the induction is then required to sign off on induction information that they have delivered by indicating it is understood by the Client. This completed document to be placed on the client file.

SECTION 1 – INFORMATION RECEIVED

- ☐ Client has received the 'Student Handbook'
- ☐ Client has received the Course flyer/ Information pack
- ☐ Student has completed the Enrolment Form
- ☐ Student has completed the LLN testing

Client has received, read and understood information regarding the course:

Student Initial

Introduction to Training program and course content

Assessment – Expectations and processes

Role of the Trainer / Assessor

Assessment outcomes and Certification

Recognition/Credit Transfer Arrangements

Language, Literacy and Numeracy

Education and learning support Services

Flexible learning options

Completion timeframes

Client has received, read and understood information regarding the learning environment:

Student Initial

Readiness of assessment requirement

Competency-Based Training and Assessment

Student behaviour, including disciplinary procedures, cheating and plagiarism

Access & Equity / Equal opportunity / Bullying / Harassment

Safety and Health – Duty of Care

STUDENT INFORMATION CHECKLIST

Client has received, read and understood information regarding the RTO Policies:

Student Initial

Appeals and complaints

Fees and Charges

Refunds

Record Keeping

Client has received, read and understood information regarding the entry requirements:

Student Initial

LLN levels – Entry at ACSF Level 4 (Core skills: Learning, Reading, Writing, Oral Communication, Numeracy)

Have a minimum of 2 years' experience in a work relevant role, and have access to workplace health and safety within a workplace or work placement program in conjunction with this training

SECTION 2 – ACKNOWLEDGEMENT

I have participated in the induction process of ATAR Design and understand my requirements in regards to adherence to all policies and procedures and training and assessment requirements. I confirm that ATAR Design has provided the information set out above.

Student
Name:

Student
Signature:

Date:

____/____/____