

**VOCATIONAL TRAINING INDUCTION – APPLIED ENGINEERING**

**Semester 1, 2024**

Please complete this checklist when inducting students. Scan and keep this on the shared drive in the appropriate folder.

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| --- | --- | --- | --- | --- | --- |
| **Qualification Number** | **Campus** | **Class Time** | | | **Date** |
| UEE40120  UEE40720 | Thornlie | Mon - 9:00 to 12:00 | | | 29/01/24 |
| **Unit Number** | **Unit Name** | | **Lecturer Name** | | |
| UEECS0020  UEEIC0012 | Cluster – Embedded Applications | | Saranya Chandrukannan | | |
| Course Information | | Tick off | | Comments | |
| Student Portal | |  | |  | |
| Office 365 – Setup email and forward to personal email. Send a test email from BB | |  | |  | |
| Blackboard – Qualification Shell – Learner Needs | |  | |  | |
| Blackboard – Unit/Cluster Shell | |  | |  | |
| Blackboard - Lecturer Name, Phone Number and Email address | |  | |  | |
| DAP including: | |  | |  | |
| * Start and Finish dates | |  | |  | |
| * Assessments | |  | |  | |
| * Assessment due dates | |  | |  | |
| Emergency Evacuation Procedures (near class door) including: | |  | |  | |
| * Emergency exit | |  | |  | |
| * Muster point | |  | |  | |
| * Toilets | |  | |  | |
| * Customer service | |  | |  | |
| * Staff room (Where you are located) | |  | |  | |
| * Library | |  | |  | |
| Overview of Qualification, units | |  | |  | |
| Course Structure explained | |  | |  | |
| RPL and upfront assessment explained (DAP) | |  | |  | |
| OHS requirements explained (DAP) | |  | |  | |
| Appeals process (DAP) | |  | |  | |
| Result information (CO, R, DC) | |  | |  | |
| Administration Info | |  | |  | |
| Enrolment queries - HOP | |  | |  | |
| Withdrawal process - Customer service | |  | |  | |
| Refund policy - Customer service | |  | |  | |
| Census date | |  | |  | |
| General | |  | |  | |
| **(Add to Blackboard shell Welcome page)** [**https://www.southmetrotafe.wa.edu.au/currentstudents/forms**](https://www.southmetrotafe.wa.edu.au/currentstudents/forms) | | | | | |
| * Student support services: Jane Smith [Jane.Smith@smtafe.wa.edu.au](mailto:Jane.Smith@smtafe.wa.edu.au) | | Munster and Rockingham Campus | |  | |
| * Student support services: Bernadette Foster [Bernadette.Foster@smtafe.wa.edu.au](mailto:Bernadette.Foster@smtafe.wa.edu.au) | | Thornlie Campus | |  | |
| * EO policy | |  | |  | |
| * Sexual Harassment | |  | |  | |
| * Disabilities | |  | |  | |
| * Code of Conduct | |  | |  | |
| * Cheating and plagiarism | |  | |  | |
| * Tour of campus | | Muster or Thornlie or Rockingham | |  | |
| **Inductors/Lecturer Name & ID** | | **Date** | | **Signature** | |
|  | |  | |  | |

Portfolio Manager: Mervyn Wilson [Mervyn.wilson@smtafe.wa.edu.au](mailto:Mervyn.wilson@smtafe.wa.edu.au)

Technicians:

Gavin Cole (Thornlie and Rockingham) [Gavin.Cole@smtafe.wa.edu.au](mailto:Gavin.Cole@smtafe.wa.edu.au)

International support: Judith D’Costa Juidth.D’costa@smtafe.wa.edu.au

Domestic support: Customer Service Centre - Munster

[CustomerServiceCentre-Munster@smtafe.wa.edu.au](mailto:CustomerServiceCentre-Munster@smtafe.wa.edu.au)

Customer Service Centre - Rockingham

[CustomerServiceCentre-Rockingham@smtafe.wa.edu.au](mailto:CustomerServiceCentre-Rockingham@smtafe.wa.edu.au)

Customer Service Centre - Thornlie

[CustomerServiceCentre-Thornlie@smtafe.wa.edu.au](mailto:CustomerServiceCentre-Thornlie@smtafe.wa.edu.au)

**NOTE:**

Once you have completed your induction and have the students signed off, please scan and store it under the college one drive.

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| **No:** | **Student Name** | **Signature** |
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