

STUDENT INDUCTION FORM



Qualifications Name	<input type="checkbox"/> CHC30113 CERTIFICATE III IN CHILDHOOD EDUCATION AND CARE
	<input type="checkbox"/> CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE
	<input type="checkbox"/> CPP20212 CERTIFICATE II IN SECURITY OPERATIONS
	<input type="checkbox"/> CPP20212 CERTIFICATE II IN SECURITY OPERATIONS(CONTROL ROOM OPERATOR)
	<input type="checkbox"/> CPP30411 CERTIFICATE III IN SECURITY OPERATIONS
	<input type="checkbox"/> CPP30411 CERTIFICATE III IN SECURITY OPERATIONS(BATON AND HANDCUFFS)
	<input type="checkbox"/> CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT
	<input type="checkbox"/> CHCSS00098 INDIVIDUAL SUPPORT - DISABILITY SKILL SET
	<input type="checkbox"/> CPC40110 CERTIFICATE IV IN BUILDING AND CONSTRUCTION
	<input type="checkbox"/> CPC50113 DIPLOMA OF BUILDING AND CONSTRUCTION
Student Name	

I have attended an induction session, which included an outline of the relevant student information within the Student Handbook.

I declare that I understand my rights and responsibilities as a student with the RTO and that I have been advised how to access the relevant handbooks, resources, policies and procedures within the organisation.

Signed: _____ Date: _____

I have attended a Student Induction presentation, which outlined the following:

- Organisational Profile
- Mission Statement
- Organisational Structure
- Scope of Registration
- Course outline detailing information regarding my course of enrolment
- Information regarding the RTO's responsibility
- Information regarding National Recognition
- Recognition of Prior Learning
- Student Handbook
- Support Services
- Attendance Procedures
- Types of Assessments
- My Trainer's Responsibilities
- My rights and responsibilities
- How to provide feedback
- The facilities available
- Evacuation Procedure
- Smoking Policy
- Housekeeping
- Continual Improvement
- When Certificates will be issued

OFFICE USE ONLY		
Induction delivered by:	Signed:	Date: