

# STUDENT INDUCTION FORM



Qualifications Name	<input checked="" type="checkbox"/> Certificate III in Early Childhood Education and Care
	<input type="checkbox"/> Diploma of Early Childhood Education and Care
	<input type="checkbox"/> Certificate II in Security Operations
	<input type="checkbox"/> Certificate III in Security Operations
	<input checked="" type="checkbox"/> Certificate III in Individual Support
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: