

STUDENT INDUCTION POLICY AND PROCEDURE (VET)



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
4	PROCEDURE	1
5	RESPONSIBILITIES	2
	Compliance, monitoring and review.....	2
	Reporting.....	2
	Records management.....	2
6	DEFINITIONS	2
7	RELATED LEGISLATION AND DOCUMENTS.....	2
8	FEEDBACK.....	2
9	APPROVAL AND REVIEW DETAILS.....	2

1 PURPOSE

- 1.1 This policy and procedure outlines how CQUniversity will ensure commencing vocational education and training (VET) students are aware of the requirements and expectations of studying at CQUniversity.

2 SCOPE

- 2.1 This policy and procedure applies to CQUniversity employees responsible for inducting students enrolled and admitted to a program of study in the University's VET operations.

3 POLICY STATEMENT

- 3.1 VET students must be provided with an induction at the commencement of their studies to ensure they are aware of Workplace Health and Safety requirements and University policy documents. Provision of a structured induction ensures that the University meets the requirements of the relevant standards in the [Standards for Registered Training Organisations \(RTOs\) 2015](#).

4 PROCEDURE

- 4.1 The University's student management system, StudentOne, will notify the listed Head of Course (or nominated employee) for each course whenever a student is admitted to a course. This information will be passed on to the relevant Trainer and Assessor to commence the induction process.
- 4.2 Upon admission, students will be provided with the [Student Induction Checklist](#) for their mode of study and a link to the [Important Policies and Procedures \(VET Students\)](#), by their Trainer and Assessor by email or in person, depending on their mode of enrolment.
- 4.3 Online students will complete their induction through Moodle.
- 4.4 On-campus students will be guided through the Student Induction Checklist by their Trainer and Assessor in the classroom, and will, be required to sign a [Student Induction Sign Off Sheet](#), to verify that they have completed the induction. The Trainer and Assessor will retain the completed sign off sheet in their student files.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Deputy Vice-President (VET and Business Development) is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.2 Contracts Services are responsible for sending student induction information to organisations or individuals who are delivering/assessing under a third-party agreement with the University.

Reporting

- 5.3 No additional reporting is required.

Records management

- 5.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

7 RELATED LEGISLATION AND DOCUMENTS

[National Vocational Education and Training Regulator Act 2011](#) (Cwlth)

[Student Induction Checklist](#)

[Student Induction Sign Off Sheet](#)

[Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth)

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	Vice-President (Academic)
Advisory Committee	N/A
Required Consultation	N/A
Administrator	Deputy Vice-President (VET and Business Development)
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Approval and Amendment History	Details
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Notes	