

## STUDENT INDUCTION (VET)

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### 1 PURPOSE

This policy and procedure sets out the requirements for and conduct of VET student inductions.

### 2 SCOPE

This policy and procedure applies to all students enrolling and admitted to a program of study in the University's VET operations.

**3 EFFECTIVE DATE** 29 August 2016

### 4 LEGISLATIVE AUTHORITY

[National VET Regulator Act 2011 \(Cwlth\)](#)  
[Standards for Registered Training Organisations \(RTOs\) 2015](#)

### 5 POLICY STATEMENT

VET students must be provided with an induction at the commencement of their studies to ensure that they are aware of the relevant Workplace Health and Safety requirements and University policies. 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.

### 6 PROCEDURE

- 6.1 StudentOne notifies the listed Qualifications Coordinator or nominated staff member for each course under a Qualifications Coordinator 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.
- 6.2 Upon admission, students will be provided with the relevant Student Induction Checklist for their mode of study and a link to the Student Rules Policy (TAFE), by their Trainer and Assessor by email or in person, depending on their mode of enrolment.
- 6.3 Distance students will be required to provide a response that they have completed the Distance Student Induction Checklist to their Trainer and Assessor, who will retain this information in their student files.
- 6.4 On campus students will be guided through the On Campus 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.

### 7 RESPONSIBILITIES

#### Compliance, Monitoring and Review

- 7.1 The Administrator is responsible for ensuring compliance with and monitoring implementation of this procedure and to undertake reviews as required.

- 7.2 The Contracts Services Team are responsible for sending student induction information to those organisations or individuals in a third party agreement with CQUniversity.
- 7.3 Trainers and Assessors are responsible for coordinating and conducting the induction of their students in accordance with this procedure and ensuring:
- students complete the Basic Key Skills Builder diagnostic test prior to delivery
  - students are taken through aspects of the Student Rules Policy (TAFE) and made aware of where to access this document through the website, and
  - students sign the On Campus Student Induction Sign Off Sheet or send an email to verify that they have participated in the Induction process.

## Reporting

- 7.4 There are no additional reporting requirements.

## Records Management

- 7.5 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

## 8 DEFINITIONS

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

## 9 RELATED LEGISLATION AND DOCUMENTS

**Note:** Staff can access CQUniversity VET forms, templates and fact sheets on cqportal.

### Related Policy Document Suite

Distance Student Induction Checklist  
 On Campus Student Induction Checklist  
 On Campus Student Induction Sign Off Sheet

### Related Legislation and Supporting Documents

[National VET Regulator Act 2011 \(Cwlth\)](#)  
[Standards for Registered Training Organisations \(RTOs\) 2015](#)

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Deputy Vice-Chancellor (Industry, Vocational Training & Access Education)
Next Review Date	20/07/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Institute Director (CQ TAFE) 29/11/2013
Amendment Authority and Date	Vice-Chancellor and President 12/06/2014; Academic Board 20/07/2016