

# 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 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](#).

## 4 PROCEDURE

- 4.1 The University's student management system, StudentOne, will notify the listed Qualifications Coordinator 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 Pro Vice-Chancellor (VET Operations and Growth) is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.2 The Contracts Services Team are responsible for sending student induction information to organisations or individuals who are delivering/assessing under a third-party agreement with CQUniversity.

### 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 University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must sought through the Records Management Office (email [records@cqu.edu.au](mailto: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](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Learning and Teaching Committee
Advisory Committee to Approval Authority	N/A
Administrator	Pro Vice-Chancellor (VET Operations and Growth)
Next Review Date	10/03/2023

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; Administrator Approved – Pro Vice-Chancellor (VET Operations and Growth) 10/03/2020.
Notes	