



International
College

Orientation (Student) Policy & Procedure

HIC Policy Number
STUD016

CRICOS Number 02790D
Provider Number 21838

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1. Purpose of policy

This policy ensures establishing the standards required for all students while they are enrolled with HIC. The code is designed to explain to students their obligations and responsibilities, and convey principles that will enhance their learning experience when studying at HIC. A complete orientation will ensure the student is introduced to key personnel, familiarised with the facilities and procedures of the College and adequately prepared for study in HIC, and adapting life in Australia

The orientation program delivered at the commencement of study must be viewed in the context of a developmental process which includes:

- The student's pre-enrolment contact with the College,
- Entry to the course of study,
- Progress throughout the course, and finally
- Exit from the College.

2. Responsibility

The PEO is responsible for the implementation of this Policy and procedure and to ensure that all staff are aware of its application and implementation requirements. Students are also informed of this policy and procedure at their pre-enrolment, enrolment and orientation.

3. Key Features

This policy relates to all aspects of orientation, including but not limited to policy and procedures, students Code of Conduct etc. while enrolled at Hays International College (HIC) as also outlined in the Student Handbook. The broad goals of orientation programs are:

Student Development: assisting new students to participate comprehensively in College life. This will include appropriate intellectual, emotional, social, ethical, physical and spiritual development during the course of the student's enrolment.

Academic Achievement: equipping students to achieve competent outcomes

Student Retention and Persistence: encouraging students to remain enrolled and persist through the remainder of their studies with HIC.

Valuing the new student: demonstrating to new students that they are

Hays International College

CRICOS Number 02790D

Provider 21838



welcomed and valued by the College in general and highlighting their enrolling course area in particular as well as introducing them to their fellow students.

Communicating Self-Efficacy: assisting students to develop a belief that their own efforts significantly affect their chances of future success; and encouraging them to keep an eye on their goals.

Delivering a Meaningful Experience: relevance to the subsequent student experience and the student's future goals.

Effective Delivery of Information: sufficient and timely information for the student to begin study in their course, and timely delivery of other information during their first period of study.

Making Connections: assisting all new students to become part of the College community. The program should link new students with peers and staff. In particular, new students should be made aware of who to approach for assistance and be orientated to the web-site where they will find the policies and forms they may require.

Student Services will ensure students are made aware of staff point of contact and the emergency contact, student code of conduct, complaints and appeals process and so forth. Student services will also address student safety and working conditions.

Administrative staff ensures students are aware of administrative processes and policies relevant to their continued enrolment.

Financial department will inform the students of fees and refunds, the facilities and care and maintenance of those. The finance department is also responsible for the collection of information regarding marketing agents, the behaviour before the enrolment, and collating and analysing the information and feedback the students provide.

4 PROCEDURES

- All students will be informed about their orientation program, date and time by the administration department directly, via email, or through their agent.
- The Principal Executive Officer will welcome the students and introduce the departments and the staff.

Hays International College

CRICOS Number 02790D

Provider 21838



- Students who are unable to attend the orientation due to reasons beyond their control will be given an opportunity for orientation at the earliest possible time.
- During the orientation students will:
 - receive HIC Student Handbook
 - be made familiar with College website where they can view the College's student services, facilities and the relevant policies and procedures
 - receive their student ID
 - receive student safety information
 - sit a English proficiency placement test/Language, Literacy and Numeracy test
 - complete all necessary documentation including verification.
 - USI number given to HIC if not already provided
- Topics covered during Orientation will include:

College training and administration staff Student Support Services Staff point of contact for students Emergency contact Fees and refunds English skills and study English Proficiency placement test English support classes Recognition of prior learning and credit transfer Transport and travel Legal Services Banking and tax file numbers	Work placement requirements Course progress requirements Completion of the course in the normal amount of time Complaints and Appeals Student code of conduct Keeping address and contact details up-to-date Communication (e.g. internet and mobile phones) Procedure for assessment of competencies Emergency and Health Issues Living in Melbourne Facilities on Campus
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- Students meet and spend time with their course coordinator and the trainers.
- They will also receive a Student Course Guide / Outline which informs students of the essential requirements of their course being studied and covers delivery and assessment methods of the course.
- Additionally, at the commencement of each unit of competency, the trainers are to provide a Training and Assessment Plan and orientation for the group, to cover delivery and assessment methods of the unit.

Hays International College

CRICOS Number 02790D

Provider 21838



RELATED DOCUMENTS	
Standards for Registered Training Organisations 2015	Standard 1.8-2, 3.6, 6
POLICIES	Complaints and Appeals; Course completion within expected duration ; Course Progress Policy and Procedure ; DHA Notification Policy and procedure; Deferral, suspension and cancellation policy and procedure; Plagiarism policy and procedure; Fees and charges policy and procedure; Refund policy and procedures, Code of Conduct (student) policy and procedure, USI Implementation policy and procedure; Critical incident policy and procedure
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