

## E Enrolment

### E5 Induction and Orientation

Standards Evidenced	
Standards Referenced	

### General policy

It is the policy of TSTCA, to ensure that all learners are comfortable and begin their course of study with all information which they require to be safe and successful, that all learners will be provided with an induction and orientation session.

The depth of the induction and orientation session will depend on the length and nature of the course which the learner is undertaking. Longer courses involving multiple days and weeks of training or courses with more safety risks require more induction and orientation than those which last a single day or less.

### Short orientation and induction

For learners undertaking short courses with TSTCA, the orientation and induction will be conducted at the start of their first day of training. This session will include, at a minimum:

- An introduction to the trainer;
- An introduction to each other;
- An explanation of the procedure for the training product, including assessment;
- Workplace Health and Safety and emergency evacuation procedures;
- The location of toilet and break facilities; and
- Answering any questions which the learners may have.

It is sufficient that the session plan for the day include the orientation and induction session.

### Full orientation and induction

For learners undertaking longer courses with TSTCA, the orientation and induction may be conducted on their first day of training or it may be conducted prior to the first day of training. This session will include, at a minimum:

- An introduction to the trainer;
- An introduction to key administration and other staff;
- An introduction to each other;
- A tour of the facilities, including the location of toilet and break facilities;
- An explanation of the key policies and a discussion of the TSTCA learner handbook;
- An explanation of the procedure for the training product, including assessment;
- The development and signing of a training plan, if one is required for the training product;
- Workplace Health and Safety and emergency evacuation procedures;
- E-profiling
- Answering any questions which the learners may have; and
- Signing the Student Induction Checklist
- Signing the Learner Code of Conduct.
- Signing the Images and Testimonials Individual Consent Form

This orientation and induction is required to be formally documented into each learner file using the orientation and induction sign-off.

## Supporting processes

The following processes are defined to ensure these policy requirements are met:

Process Name	Purpose
Short Orientation and Induction	Orient and induct learners undertaking short courses
Full Orientation and Induction	Orient and induct learners undertaking long courses

## Supporting Forms and Documents

Document Identifier	Name
	Session plans and PowerPoint presentations demonstrating short orientation and induction
E_QP03	Induction Procedure
E_FM05	Student Induction Checklist
E_FM06	Images and Testimonials Individual Consent Form
S_FM03	Learner Code of Conduct

## Evidence

Source	Demonstrating
Short orientation and induction	Session Plans and PowerPoint Presentations
Full orientation and induction	Full Orientation and Induction Sign-Off

--- End of Policy ---

## Version Control

Version #	Date	Changes
1.0	27/10/17	First release
2.0	28/06/18	Addition of supporting forms and documents – Induction Procedure, Student Induction Checklist, Images and Testimonials Individual Consent Form and Learner Code of Conduct.