

Student Orientation

Area	Support Services		Classification	Students	
Last Updated	June 2011	Version	2010-01	Co-ordinating Responsibility	CEO / DOS Course Managers International Student Liaison Officer Student Support Officer
Next Review	Dec 2011	Approved by	Janet Lawrence CEO/DOS	Distribution	Policy and Procedure Manual

POLICY

This policy outlines the system used for orientating students into our RTO. A complete orientation will ensure the student is comfortable and adequately prepared for study in ALACC and commencing to adapt to Australia

All students will meet with the CEO / Director of Studies at initial arrival at ALACC.

Step PROCEDURE

1	At arrival to Australia, the student is to be met at the airport by an ALACC member (unless otherwise requested), and taken to their arranged accommodation. The student is also to be assisted in locating the Training location, and the amenities surrounding both ALACC and their residence
2	The student is to be orientated into ALACC- following the steps outlined on the Student Orientation Form
3	Students are to receive, the: <ol style="list-style-type: none"> 1. Student Orientation Manual 2. Student Support Services booklet 3. Unit Enrolment Form 4. Student ID
4	At the commencement of each unit of competency, the trainers are to provide an orientation for the group, to cover delivery and assessment methods of the unit