

## Student Orientation Policy

<b>Purpose</b>	<b>This Policy outlines the AITC approach to the orientation of Students prior to his/her commencing studies in his/her Course.</b>
<b>Location</b>	<b>The policy is maintained on owncloud</b>
<b>Responsible executive</b>	<b>Academic Dean</b>
<b>Responsible office</b>	<b>Academic Dean's Office</b>
<b>Contact officer</b>	<b>TBA</b>
<b>Effective date</b>	<b>29 June 2020</b>
<b>Review date</b>	<b>TBA</b>
<b>Modification history</b>	<b>Version 1.0</b>
<b>Related documents</b>	<b>AITC Student Consultation Policy</b> <b>AITC Student Learning Support Policy</b> <b>AITC Student Grievance Mediation Policy</b> <b>AITC English, Computing and Mathematics Support</b> <b>AITC Library Policy</b> <b>AITC Student Consultation Policy</b> <b>AITC Marketing Material Development, Approval and Review Policy and Procedure</b> <b>AITC Academic Integrity Policy</b>
<b>Authority</b>	<b>Approved by Council</b>

### 1. Purpose

This Policy outlines the AITC approach to the orientation of Students prior to commencing studies in his/her Course and is guided by Standard 6 Overseas student support services of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

### 2. Scope

This Policy applies to all AITC students and staff.

### 3. Policy

Orientation is a process and is designed to facilitate the transition of new students to the institution, prepare students for the institution's educational opportunities and student responsibilities and initiate the integration of new students into the intellectual, cultural, and social climate of the institution. Orientation is typically being held at the commencement of each teaching period as a one day program.

Successful orientation programs have been linked with student retention. Components of a successful orientation program assist students in gaining the attitudes, knowledge, skills and opportunities that will assist them in making a smooth transition to the Institute's community, thereby allowing them to become engaged and productive community members

AITC has developed an orientation program which takes into consideration the diversity of cultural

backgrounds and to welcome domestic and international students prior to the commencement of their studies. For late enrolling students a modified orientation program will be offered.

The orientation program is intended to provide students with an introduction to studying at AITC and endeavours to assist and support students to successfully transition into their studies.

The framework for AITC orientation program that is guided by Standard 6 Overseas student support services of the National Code of Practice for Providers of Education and Training to Overseas Students 2018. The AITC support services therefore support overseas students to enable them to adjust to study and life in Australia and have *AITC Critical Incident Management Procedure* to manage critical incidents that can affect students' ability to undertake or complete a course.

The program therefore includes (but is not limited to):

Introducing students about studying at AITC and living in Sydney.

Providing information about emergency, medical and health services, complaints and appeal processes, and legal services in New South Wales.

Providing details to the students about accessing student support services, study support and English language support at AITC.

Providing a campus tour that includes an introduction to campus facilities, teaching staff, student resources and campus surroundings.

Providing students with information sessions about the course requirements and attendance expectations of AITC.

Providing students with an awareness about their employment rights, workplace safety and workplace issue resolution by discussing the Fair Work Ombudsman.

Ensuring students achieve expected learning outcomes from their courses by providing adequate support services and appropriate course support advice.

Ensuring the support services are available to assist students with general or personal circumstances that are adversely affecting their study in Australia.

Ensuring students have access to the Learning Management System to enable them to manage their course plans and access important documents online.

Designating enough staff members who are equipped with up to date details of AITC support services and there is a clear communication between them and students.

Ensuring the staff interacting with the students are aware of the AITC's obligations under the ESOS framework and the potential implications for students arising from exercising these obligations.

Providing all students with an introductory session related to Academic Integrity and Academic Misconduct. This will normally involve a 1-hour workshop where students are provided with the Academic Integrity Policy and its relevance to their studies is explained as well as the AITC's expectations on these matters.

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Providing students with copies and an overview of all relevant AITC Policies and Procedures to ensure that they are aware of their rights, obligation as well as the expectations of AITC.

Organising additional orientation sessions for students who arrive late so that these students do not miss this important opportunity of understanding this important information.