



Student Orientation Checklist

Student Full Name:			
Unique Student Identifier (USI) :		Student ID:	
Date:		Course Name:	
Section 1 –Information Received			
<input type="checkbox"/> Student has received the ‘Student Pre-departure guide’ <input type="checkbox"/> Received the Course Brochure/ Information.			
Student has received, read and understood information regarding the course:			Yes /No
Introduction to Training program and course content			
Assessment - Expectations and processes			
Role of the Trainer / Assessor			
Assessment outcomes and Certification			
Student visa requirements (Course progress and attendance, OSHC and continual enrolment)			
Language, Literacy & Numeracy			
Education and learning support Services			
Study Hours, timetable, timeframes and online class sessions			
Created USI been informed of the purpose of the USI – what happens if I do not supply a USI.			
Student has received, read and understood information regarding the learning environment:			
Competency-Based Training & Assessment			
Student behaviour, including disciplinary procedures, cheating and plagiarism			
Access & Equity / Equal opportunity / Bullying / Harassment			
Safety and Health – Duty of Care			
Facilities (Amenities, fire exits, use of computers and internet)			
Use of photocopier and fees			
Student has received, read and understood information regarding the RTO Policies :			
Appeals and complaints			
Fees & Charges			
Refunds			
Plagiarism			
Issuing of certificates			



Behaviour and code of conduct	
Record Keeping	
ESOS Act and standards for RTO's 2015	
Tuition protection service (TPS)	
Life in Australia	
Australian values and culture	
Work Rights	
Driving in Australia	
Local legal services available	
COVID-19 advice	

Section 2

Student Acknowledgement

The above points have been fully explained to me and I have read and understood OPIE's Policies (Available at opie.vic.edu.au) and I am ready to commence my studies at OPIE.

Print Name:

Signature:

Date:

Admin Use Only:

I declare that I have updated the relevant student information in the Student Management System and commenced the student's studies via PRISMS.

Name of person conducting orientation:

Signature:

Date: