

ASIAN PACIFIC INSTITUTE

ACN 079 961 336

ABN 76 079 961 336

CRICOS 01888B

STUDENT ORIENTATION CHECKLIST

CONTENT	DETAILS	REFERENCE	✓
Description of Asian Pacific Institute, its ethos and philosophy.	Explain a brief history of API, its ethos and philosophies of operation.	Policies & Procedures Manual, Student Handbook	
Introduction to other students, facilitators and assessors	Brief introduction to training and assessment staff and other students.	Informal	
Australian Quality Training Framework	Review and discuss AQTF Standards with reference to Asian Pacific Institute's policies and procedures and their effect on training processes.	AQTF Evidence Guide. Student Handbook, Policies & Procedures Manual	
Accredited Courses available	Introduction to the current course and any other courses being offered.	Student Handbook.	
Introduction to the Training Culture of Asian Pacific Institute	Training room operations, student involvement, timeframes of training, training room behaviour	Student Handbook, Policy and Procedure Manual. Course docs.	
Competency Based Training and Assessment	Introduce student to concepts of CBT and the assessment required, including Assessment processes and options.	Policies & Procedures Manual	
Code of Practice, Appeal Policies, Grievance & Complaint Policy, Access & Equity Policy; Fees & Refund Policy; Disciplinary Policy, OHS, Copyright, RPL.	Quickly review policies defined in student handbook, application and enrolment forms.	Student handbook. Policies & Procedures Manual. Training and Employment Act, Course docs	
Hours of involvement	Expectations regarding starting and finishing times Breaks etc.	Informal, Student Handbook	
Student Body	Explanation of Student Body's role, student representation, meeting times, etc.	Student Handbook	
Facilities	A tour of facilities, including kitchen, toilets & fire exits	Informal tour	
Legislation Information	Summary of applicable legislation and where actual legislation can be accessed	Student Handbook	
Occupational Health and Safety	Familiarise the new students with OHSW policy.	Student Handbook, Policies & Procedures Manual	
Perceived Hazard Report, Accident Report. Fire safety and maps. First Aid Kit	Explain existence of report forms and when to use them. Make sure that students know where safety and first aid equipment is located and fire evacuation plan	Policies & Procedures Manual, Student Handbook, building plans etc	

NAME OF STUDENT: _____

PERSON RESPONSIBLE FOR ORIENTATING: _____

SIGNATURE: _____ DATE: _____