



Student Orientation Checklist

Student Full Name:			
Unique Student Identifier (USI) :		Student ID:	
Date:		Course Name:	

Section 1 –Information Received

Student has received the ‘Student Pre-departure guide’ 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: