



## STUDENT INDUCTION CHECKLIST

Student Name:	Number:
<b>At Orientation</b>	
Students receive a copy of the Student handbook	
Outline of Course information and course Delivery: <ul style="list-style-type: none"> <li>• Framework of the programme, (including how it aligns with Department of Consumer and Employment Protection legislation if applicable).</li> <li>• Outcomes</li> <li>• Assessment – how it occurs</li> <li>• Cancellation and refund policy</li> <li>• Role of Trainers</li> <li>• Recognition of Prior Learning – what it is, how to apply, procedures undertaken</li> <li>• Completion time frames</li> </ul>	
Outline of Training Venue and Study Environment Policies: <ul style="list-style-type: none"> <li>• Facilities and equipment: first aid facilities, amenities, refreshment areas</li> <li>• Messages</li> <li>• Classroom behaviour</li> <li>• Equal Opportunity</li> <li>• Prevention of Harassment, Vilification and Bullying</li> <li>• Appeal Procedures</li> <li>• Occupational Health and safety: Emergency Procedures</li> <li>• Accident and Injuries</li> <li>• Security</li> <li>• Privacy and Confidentiality</li> </ul>	
<b>At the conclusion of induction</b>	
Has student sign and date Induction Checklist, below, acknowledging participation in induction and access to Student Handbook.	
Signs and dates the Induction Checklist.	
Signed Induction Checklist on the student's file.	
<b>Acknowledgement of Induction</b>	
I acknowledge my participation in induction and I have access to the Student Handbook and know how to access it for future reference:	
Student's signature:	
Date:	
Director of Perth Boat School:	
Date:	