



TYPE OF DOCUMENT:	POLICY
TITLE:	INDUCTION - STUDENTS
DOCUMENT NUMBER:	POL19
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POLICY STATEMENT

Perth Boat School is committed to ensuring that all students receive an appropriate induction prior to the commencement of their learning.

Perth Boat School will ensure that:

- * **each new student is provided with an induction/orientation;**
- * **each new student will receive their own copy of the Perth Boat School Student Information Book which outlines key information including their rights and responsibilities as a student.**

INDUCTION - STUDENT

1.0 INTRODUCTION

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to provide student induction/orientation to all new students to ensure they have appropriate information to facilitate their interactions with Perth Boat School and their learning. Perth Boat School is committed to providing the best practice, professional products and services to its clients and acknowledges it can only succeed in this with effective and efficient quality processes.

2.0 POLICY PRINCIPLES :

2.1 Principles

- o Induction /orientation for students are an important part of the learning process.
- o A Student Induction will be provided in the online learning portal.

3.0 SUPPORTING DOCUMENTATION

Perth Boat School documentation which supports the implementation of this Policy includes:

- F19_01 Student Induction Checklist
- Student Information webpage – online induction



4.0 PROCEDURES :

STUDENT INDUCTION

19 - 01

Step One – Induction for Students
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- 1 Students will be provided with have access to Student Information on the website either prior to their training or on the first day of their training.
- 2 On the first morning of the training course, the trainer will discuss the key induction information, such as safety, facilities, etc.

Step Two – Completion of Induction/orientation

- 1 All students are required to complete the Student Induction checklist and return it to Perth Boat School, to confirm that they have read and understood induction information.

Step Three – Recording Student Induction/orientation

- 1 The Manager of Perth Boat School will place the competed Student Induction checklist in the individual student's personal file.