

Policy Name:	Student Induction
Policy No.	E9.0
Issued:	20 March 2023
Reviewed:	

Purpose

To provide guidance on the format and content of information that is to be provided to students prior to the commencement of their training at HITsa to support their success, safety and understanding of their rights and responsibilities.

Areas Affected

All students on or before their first day of training at HITsa / with HITsa (online training).

Policy

As required by RTO Standards, HITsa will ensure that potential students have sufficient information to enable them to make informed decisions about studying with HITsa.

General

All students must be inducted on their first day of training by a HITsa representative. On most occasions, the Trainer will be the HITsa representative responsible for performing the induction

The induction may occur in a group form or individually dependent on circumstances.

The purpose of the induction is to re-iterate the information previously provided to students through the website and enrolment form(s), and to provide important site safety and orientation information.

Students may not commence training without induction being completed and documented as such.

The RTO Coordinator will prepare induction kits in preparation for each induction session. The RTO Coordinator will also advise the trainer (or other HITsa representative) of each participant requiring induction. This may be done via the session's attendance sheet.

If all training is undertaken at the same site, a student need only complete an induction once per calendar year, irrespective of the number of courses undertaken.

A participant must complete an induction for each HITsa site attended.

Contents of the induction kit

The student induction will include reference to the following policies which are available in electronic form on the HITsa website - <https://www.hitsa.com.au/policies-and-procedures/>, or can be made available upon request at each HITsa training site.

- Customer complaints grievances and appeals
- Affirmative action
- Equal opportunity, discrimination, harassment and bullying
- Work health and safety
- Privacy – Australian privacy principles

- Student Induction
- Code of practice
- Course Fees
- Access and Equity
- Code of conduct
- Recognition of prior learning
- Child protection – mandatory reporting
- Unique student identifier
- HITsa Student Handbook

The student will be provided with information specific to their training, and will acknowledge receipt of

- Course information, fees and eligibility for fee free training (if applicable)
- Training plan and/or attendance requirements
- Licensing information (if applicable)
- Employment pathways

Other

The student will be informed of the use of closed circuit television surveillance systems at HITsa sites.

Footage may be viewed by Management at any time. Should footage show serious and willful misconduct or failure to comply with reasonable direction, it will be used as evidence. Any footage containing illegal activity will be handed over to the relevant Authorities.

The induction requires the HITsa representative to communicate other important and relevant information including location of amenities, emergency exits, expectations in regard to behaviour, arrival & departure, respect for others, emergency procedures and dress standards.

Offsite Training / Day-Hire Venues

An induction must be completed regardless of location. Content will be refined to meet the unique nature of each venue or cohort.

It is the responsibility of each HITsa representative to be familiar with the content of the induction prior to delivery.

Participant signature on the induction form will demonstrate their acknowledgement and acceptance of the terms of their engagement with HITsa and their understanding of all information included in the induction pack.

HITsa's representative's signature on the induction form will acknowledge that the induction has been completed to the satisfaction of both the trainer and the participant.

The student will acknowledge receipt of this information on the Induction Form.

The completed induction form will be filed on the participant's record in the student management system as evidence of HITsa informing participants as required by RTO Standards.

END

Date	Version	Amendment(s)
20.03.23		Original Document – Replaces HITP0020/10, HITP0020/17, HITP0062/1