

ASSOCIATION FOR THE BLIND OF WA

TRAINING, EMPLOYMENT AND INFORMATION SERVICES (TEIS)

STUDENT INDUCTION POLICY AND PROCEDURE

POLICY

1.0 INTRODUCTION

The Association is committed to ensuring that its students feel comfortable in their learning environment and are confident of the course and organisational infrastructure. Accordingly, the Association provides student induction, which is considered to be an essential part of its study programmes.

2.0 STATEMENT

The purpose of induction is to enrich students by providing them with information that promotes an inclusive, secure and confidence-building, learning environment. Induction includes; social, orientation, administration and academic topics. This information equips students with the necessary foundation upon which to undertake their courses.

PROCEDURE

1.0 INTRODUCTION

These procedures support the provisions of the Induction Policy and ensure that students are appropriately inducted into their courses.

2.0 INDUCTION PROVISION

All new students will receive face-to-face induction, mainly delivered by staff from Training, Employment & Information Services (TEIS) with additional input from other Association support services as required.

Induction, which will normally occur on the first day of the course, will take the form of information sessions where documents are provided to the student in his/her preferred format e.g. electronic text, large print, Braille, audio or via the Association's web site.

3.0 INDUCTION CONTENT

3.1 The induction process covers the following topics:

- i) Introductions (relevant personnel)
- ii) Building Environment
- iii) Health and Safety
- iv) Training Culture
- v) Financial Matters
- vi) Support Services
- vii) Enrolment Completion

viii) Preparation for Classes (if required)

3.2 Checklist

A checklist, 'Induction Checklist', (attached) identifies the elements covered during the induction process. It may be used as a guide for staff organising student inductions.

3.3 Attendance Form

When all topics have been communicated to the student, the 'Student Induction Attendance Form' (attached) is to be signed and dated by the student and a staff member from Training, Employment & Information Services (TEIS). This form should be kept in the individual student's file as proof of attendance.

3.4 Information for Students

Students should receive a copy of the following in their preferred media format:

- The Student Handbook
- Association Services and Information Booklet
- Schedule of Fees and Charges
- Any other relevant documentation

Related Document:

'Student Induction Checklist'

'Student Induction Attendance Form'