


POLICY		
<p>Ref. to Legislative Frameworks:</p> <p>HESF2015: Standard 1.1 – 1.3</p> <p>SRTO2015: Standard 1.7</p> <p>National Code 2018: Standard 6.1</p>	New Student Orientation	
Version: 1.2	Policy Owner: Chief Executive Officer (CEO)	Issued on: 27/12/2017 Review by: 27/12/2020

Revision History

Current Version	Description of Change	Policy Developer(s)	Effective Date
1.2	Added reference to National Code 2018	General Manager, Operations and Risk Management	27/12/2017

PURPOSE

This policy explains the principles that apply in conducting the new student's orientation at Academies Australasia Polytechnic (AAPoly).

The regulatory standards for Higher Education, Vocational Education and Training as well as provision of education services for international students stipulate the obligation of education services provider to ensure that new students are systematically and adequately informed about the courses and context of their studies.

POLICY STATEMENT

New students' orientation programs assist in their successful transition into tertiary studies. Students who are prepared to start their new study experience are more likely to continue successfully through their tertiary studies. The AAPoly Orientation program is tailored to the characteristics of each student cohort, including reasonable adjustments for students with special needs. The Orientation program has to be age and culturally sensitive.

The Orientation aims:

- To provide a welcoming atmosphere for students to meet faculty, staff, and continuing students, as well as other new students
- To create an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates an excitement for learning
- To familiarize students with the campus environment and physical facilities
- To introduce new students to services which will support their studies (such as Library, information technology, academic and student services departments)
- To provide an overview of their courses of study
- To provide leadership and learning opportunities for continuing students (such as mentors and guest speakers) as they participate in the New Student Orientation programs

SCOPE

This policy applies to orientation of new students only, including domestic and international students enrolled in accredited courses.

DEFINITIONS

Confirmation of Enrolment (CoE)	An official document issued via Australian Government's PRISMS (Provider Registration and International Students Management System) that is required by an international student to apply for a student visa (The CoE contains the student's and course details. It confirms that the student has been accepted into an accredited program of study at an Australian institution within a specific duration with clear start and end dates.)
Domestic students	Students enrolled at AAPoly, who are Australian citizens, an Australian permanent resident (including holders of all categories of Permanent Resident visas including humanitarian visas) or a New Zealand citizen

International students	Enrolled students who have come to Australia to study Vocational Education and Training or Higher Education courses on student visas
Regulatory standards	The legal requirements that AAPoly have to comply with in order to deliver accredited courses and issue qualifications to local and international students in Australia, including: <ul style="list-style-type: none"> • Higher Education Standards Framework 2015 • Standards for Registered Training Organisations 2015 • National Code for Providers of Education and Training to Overseas Students (National Code 2018)
Orientation program	A compulsory information day program at the beginning of a semester/term/mid-term formal teaching period at AAPoly during which all new students are welcomed and introduced to general information, relevant staff members, facilities, amenities, activities, policies and procedures relevant to their studies

POLICY

1. It is compulsory for students to attend the Orientation program as valuable information that assists in their successful transition to tertiary studies is covered in the sessions.
2. The Orientation program at AAPoly has to ensure that students have the opportunities for positive interactions with fellow new students, existing students, faculty staff members, non-academic staff and Student Services team.
3. As the minimum, the Orientation program must address the following topics:
 - a. support services available to assist in the transition into life and study in Australia
 - b. legal services
 - c. emergency and health services
 - d. facilities and resources
 - e. complaints and appeals processes; and
 - f. information on visa conditions relating to course progress and, if applicable, attendance.
4. In the context of international students, AAPoly demonstrates that the Orientation complies with the Standard 6 of the National Code 2018 by which:
 - a. AAPoly informs students about their rights and obligations, not only to their institution or their course but to their student visa conditions.
 - b. AAPoly facilitates, where possible, proper decision making in terms of safety, legislative compliance and general well-being while studying in a foreign country.
 - c. The new students transition programs are age and culturally appropriate, addressing the needs of the new students who are likely to be new arrivals to Australia.
5. At the conclusion of each Orientation program, feedback for continuous improvement should be collected to be utilised in planning future Orientations. The Orientation

program is reviewed at least once a year. Records of attendance at Orientation programs must be maintained as evidence of compliance.

RESPONSIBILITIES

- General Manager, Operations and Risk Management maintains this policy and its subsequent updates.
- Designated Head (Student Services) is responsible for informing the relevant team members of this policy and ensuring their comprehension.
- Student Services team is responsible for the planning, preparation, conduct, evaluation and reporting of the Orientation programs.
- Academic Dean, Faculty Heads and other invited members of AAPoly team participate in the planning and conduct of the Orientation program.

FEEDBACK

Please contact the CEO through email suggestionstotheceo@aapoly.edu.au to convey any queries or feedback about this policy. The CEO will respond in writing to the query or feedback within two weeks after the query or feedback is received, unless in an urgent or extenuating circumstance when an immediate response is required. The query or feedback and the response will be recorded in the Continuous Improvement register and utilised in the future review of the policy and procedure.

References

Source	Document Title	Version/Date
Internal	AAPoly Admissions Framework	v. 1.0 (September 2017)
	AAPoly Diversity and Equity Framework	v. 1.0 (September 2017)
	AAPoly Institutional Quality Assurance Framework	v. 1.0 (October 2017)
	AAPoly New Students Orientation Framework	v. 1.0 (October 2017)
	AAPoly New Students Orientation Procedure	v. 1.2/27122017
External	ASQA Standards for Registered Training Organisations	2015
	Higher Education Standards Framework	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018