

**FORM-I02 ORIENTATION CHECKLIST FORM**

(To be filled by student after orientation session)

For students on a Student Visa, Orientation is compulsory and below are the items that must be covered as per the Orientation Policy and the ESOS Act and National Code 2018, Standard 6.

A copy of the signed and dated checklist will be placed in the Orientation Folder.

I acknowledge that I have participated in Orientation and I understand the following:

- ☐ ESOS Rights and responsibilities fact sheet
- ☐ Emergency contact and what to do in an emergency
- ☐ Safety matters
- ☐ OSHC and student card benefits and limitations
- ☐ Student Handbook and where to access it
- ☐ Attendance policy
- ☐ The seriousness of warning letters
- ☐ How I may be reported to the DHA if attendance reaches 80% or below
- ☐ Student visa obligations (attendance, course progress, work, change of address, deferment/leave, transfer)
- ☐ Student visa limitations (work hours limit of 40 hs per fortnight)
- ☐ Complaints and appeals policy
- ☐ Who I can talk to if I have a problem
- ☐ Role of the student support team
- ☐ Counselling services
- ☐ Student code of conduct policy
- ☐ Course outline, assessment and teaching methods
- ☐ Course progress to new levels and when I may get a certificate

I understand that I can also access the PowerPoint presentation for Orientation at any time for further information.

<b>Student Name</b>	
<b>Student ID</b>	
<b>Signature</b>	
<b>Date</b>	