



STUDENT ORIENTATION CHECKLIST

Student Name:	
Course start date:	Orientation date:

I declare that I have received all the information about Camberwell College during my induction.

PLEASE **TICK** ALL BOXES ✓

Course Information

- Introduction of teachers, management, admin and support staff
- Assessments
- Timetable
- Student handbook
- Resources including learning material
- Course progress requirements

Ethics and Standard of ELICOS Center

- Equity
- Code of conduct
- Plagiarism
- Student right and responsibilities
- Student visa conditions
- International students' rights e.g. Fair Work

Policies and Procedures

- Attendance requirements
- Advising of absence
- Punctuality
- Provision of medical certificates
- Complaints and Appeals
- Student Request Form
- Support services

Occupational Health and Safety

- Evacuation procedures
- Emergency Exits
- First Aid
- Emergency and legal services e.g. Legal Aid

Facilities

- Tour of facilities
- Library

I hereby acknowledge that I have read and understood the content of Camberwell College orientation and I agree to respect it.

Student Signature: _____

Camberwell Staff Name: _____