

4.1.10 Induction and Orientation of VET Students 400 Queen Street Operating Policy and Procedures

1 **Policy**

It is policy of the Navitas College of Public Safety that all trainees are provided with an appropriate induction and orientation.

2 **Purpose**

The purpose of this policy is to ensure NCPS's induction and orientation process is uniform and correctly followed for each new trainee.

3 **Responsibility**

The Operations Manager is responsible for compliance with this policy.

4 **Guidelines**

Induction and orientation for trainees must occur during the first day of training. It is not to be assumed that any trainee is familiar with the college including its premises, facilities, services or staff even though that trainee may have completed previous training at the college.

An induction and orientation session must include the following:

- A general structure and history of the college;
- Services provided by the College including support and welfare;
- Overview of the college's facilities including refreshment, toilet and first aid;
- General house keeping;
- Overview of emergency procedures including evacuation;
- Identification of any risks or hazards associated with the trainees presence whether during training, whilst at the College or entering/leaving the area or facility;
- Overview of Student Code of Conduct and Discipline policy;
- Location of particular training or attendance requirements such as assessment rooms, training rooms (if different) and sign on or attendance areas;
- Incident reporting and key staff to whom reports should be made;
- Any further relevant information such as access after hours, emergency contact with the trainee or the trainer whilst at the college and changes to course information previously provided to the trainee.

Some or all of the information can be provided in training rooms however it is also recommended that trainees be shown the location of essential services such as toilets, emergency exits, etc.

5. **Procedure**

1. Trainer must open the course with a brief introduction to the course, its content, pathways associated with the training and other preliminary information;
2. During the first session, the trainer must also address the above criteria as outlined under *Guidelines*; and
3. Trainer must discuss individual training plans.
4. The trainer must ask trainees if there are any points raised that require further clarification, any special needs of the trainees and if there are further questions before completing the first session.

6. **Authority**

Authorised by Operations manager (Navitas College of Public Safety)

7. **Amendments**

Date	Modified by	Sections amended/added	Approved by AC (If Required)
12/09/2011	Cameron Ingram	Update procedure and terminology	22/09/2011