Student Orientation Policy

Policy Owner	Academic Dean
Approving Authority	Governing Council
Implementation Responsibility	Academic Dean
Effective Date	22/12/2023
Review Date	TBA
Current Status	Version 1.1

1. Purpose

Orientation is an important process that facilitates the transition of new students into our institution and helps prepare them for their education experience and understand their rights and responsibilities.. Successful orientation programs are often linked to student retention. Components of such programs include assisting students to understand the factors that can help them be successful in their study and acquire the knowledge and skills that will assist them in becoming valuable members of the Sydney Polytechnic Institute (SPI) community.

This policy outlines the provision of orientation programs by SPI to students prior to commencement of their course. These orientation programs will be guided by Standard 6 Student support services of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

2. Scope

This policy applies to all students and staff at SPI.

3. Policy

3.1 The framework for SPI orientation programs is guided by *Standard 6 Student support services* of the National Code 2018. As such, orientation programs will be designed to:

- provide students with an introduction to studying at SPI.
- assist and support all students to successfully transition into the SPI learning environment.
- support international students and enable them to adjust to study and life in Australia.
- consider and account for the diversity of cultural backgrounds of its new students, with the intent to ensure every student feels welcome at SPI.

3.2 Student orientation may include, but is not limited to, single or multiple days of programs such as:

- seminars/workshops/presentations
- indoor and outdoor activities
- special interest programs (e.g., community service) for certain populations (e.g., student-athletes, international students)

3.3 Orientation programs will provide students with information and advice associated with studying at SPI and living in Sydney. This includes:

- providing students with medical and emergency services information and relevant legal services that are available in New South Wales.

- a campus tour showing campus facilities and demonstrating where and how to access student support services, student resources, emergency exits and first aid stations at SPI.
- providing students with information about the course requirements and attendance expectations.
- providing students with health and safety information and resources including student wellbeing and mental health.
- providing advice to international students with respect to student visa conditions and how this relates to expected course duration, as well as where they can get help as it relates to their visa.
- providing details on SPI's internal complaints and appeals process, and the related policy.
- ensuring students understand how to access the Learning Management System (Moodle).
- ensuring students understand how to access and navigate the student enrolment and management system to manage their course plan and enrolment (where appropriate).
- providing details of SPI English language and study assistance programs, and from whom they can seek help.
- providing advice to students about available consultation times, and outlining the procedure to book consultation appointments with both academic and administrative staff.
- outlining how SPI staff will interact and communicate with students, and making them aware of SPI's obligations in regard to compliance with the ESOS framework as well as the potential implications for students that may arise from SPI exercising these obligations.
- providing students with an introductory workshop or module on Academic Integrity and Academic Freedom.
- providing students with introductory workshops or modules on topics to help them transition into the Australian study environment such as academic skills, academic and professional communication, study expectations and planning and time management.
- informing students about where they can gain access to information and advice regarding their employment rights, workplace safety and issues resolution, and outlining the work of the Fair Work Ombudsman.
- providing students access to an overview of all relevant SPI policies and procedures to ensure that they are aware of their rights, responsibilities and the expectations of SPI.

3.4 Additional orientation will be organised for students who arrive after the orientation program to ensure that those students have the opportunity to understand what support services are available both on-campus and off-campus as well as how SPI operates.

Notes

Related Legislation:

ESOS Act
ESOS Act (2000) incorporating National Code 2018

Related Documents:

SPI Critical Incident Management Policy and Procedure
SPI Student Admissions and Enrolment Policy
SPI Student Consultation Policy
SPI Student Learning Support Policy
SPI English, Computing and Mathematics Support Policy
SPI Student Complaint and Grievance Resolution Policy and Procedure
SPI Academic Integrity Policy and Procedure

Amendment History:

Version No.	Approved by	Effective date	Amendments
1.0	Governing Council	27/08/2021	New Policy
1.1	Governing Council	22/12/2023	Updated for additional orientation activities