



## Domestic Student Orientation Policy

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# Domestic Student Orientation Policy

## Purpose

This Policy sets out how Lyons College will conduct an orientation program for domestic students.

## Scope

This Policy applies to all Lyons College students and staff.

## Policy

Lyons College takes initiatives to welcome domestic students by organising an orientation program prior to the commencement of their course. The orientation program is intended to provide the students an introduction to studying at Lyons College in an endeavour to assist the student transition successfully and ensure to the maximum extent possible, their success during the time of their study with Lyons College.

This Policy sets out the framework for Lyons College's orientation program which includes:

- Providing an introduction to students about studying at Lyons College.
- Providing information about medical and emergency services, complaints and appeal processes and legal services in Victoria.
- Providing details to the students about accessing student support services, study support and English language support at Lyons College.
- Providing a campus tour which includes introduction to campus facilities, teaching staff, student resources and campus surroundings.
- Providing students information sessions about the course requirements and attendance expectation at Lyons College.
- Providing students an awareness about their employment rights, workplace safety and workplace issue resolution by discussing the role and functions of Fair Work Ombudsman.
- Organising additional orientation sessions for students who arrive late to ensure students don't miss important information.
- Ensuring students achieve expected learning outcomes from their course by providing adequate support services and appropriate course advice.
- Ensuring students have access to Learning Management System enabling international students to manage their course plan and access important documents online.
- Designating sufficient staff members equipped with updated details of Lyon College's support services to be the direct point of contact for students.

The Student Orientation Procedure outlines the procedure to ensure an effective orientation program.