



Domestic Student Orientation Procedure

Version:	V 1.0	Approved By	Board
Approved Date:	09/08/2018	Review period	12 months
Related Policy/Procedure:	<ul style="list-style-type: none"> ➤ Admissions Procedure ➤ Enrolment Policy (HE) ➤ Enrolment Procedure 		
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Domestic Student Orientation Procedure

Purpose

This Procedure sets out the process of Lyons College to ensure an effective orientation for domestic students.

Scope

This Procedure applies to all Lyons College students and staff.

Procedure

Lyons College endeavours to ensure that all students have a clear understanding of how to undertake their studies and manage their time as a student at Lyons College.

Prior to Orientation Day:

1. As a part of issuance of Confirmation of Course Enrolment, instruct students to report to the reception of the Lyons College prior to the commencement of their course.
2. Lyons College staff will check and confirm enrolment.
3. Lyons College informs the students about the date and time of the orientation along with the list of documents they are required to bring.
4. Lyons College sends orientation invitation emails to students and also calls them to confirm their contact details.

Orientation Day:

1. Confirm student enrolment by checking student documents including:
 - Passport/Drivers License
 - Offer letter
 - Student agreement

Update the student database along with their current address and contact details.

2. Complete registration, issue student IDs and provide orientation handouts to students.
3. Ask the students to assemble in the room scheduled for the orientation.

4. Begin the orientation by briefing the students about studying and living in Australia including:

- Emergency and health services
- Transportation
- Banking services
- Accommodation
- Legal requirements and services
- Support agencies
- Employment rights and Fair Work Ombudsman

5. Introduce students to Lyons College and its workings including:

- Student resources
- Teaching staff
- Evaluation process and assignments
- Attendance expectation
- Student support
- Services and facilities at Lyons College

6. Discuss in detail the services offered at Lyons College such as:

- Complaints and appeal process
- Campus facilities
- Resolving issues related to college
- Creating USI number
- Student contact officer
- Student assistance
- Course advice

8. Explain to the students in detail their course including:

- Course overview
- Unit descriptions
- Class timetable and session plans
- Required books
- Academic Staff
- Class start and end dates

9. Organise a campus tour to show students around the library, computer lab and classrooms.

10. Engage students in activities in order to provide a platform for the students to interact with each other.