



International Student Orientation Procedure

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Related Policy/Procedure:	<ul style="list-style-type: none"> ➤ Admissions Procedure ➤ Enrolment Policy (HE) ➤ Enrolment Procedure 		
<p>Coleraine Share Trading Pty Ltd trading as Lyons College RTO Code: 21986 CRICOS Code 0378M ABN:64 132 773 249 Phone: +61 3 8648 6610 Email: admin@lyons.edu.au Website: www.lyons.edu.au</p>			

International Student Orientation Procedure

Purpose

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

Scope

This Procedure applies to all Lyons College students and staff.

Procedure

Lyons College has a particular emphasis on organising a well-planned orientation program in order to welcome international students and help them to adapt to study in Australia.

Lyons College endeavours to ensure that international students have a clear understanding of how to undertake their studies and manage their stay while in Australia.

Prior to Orientation Day:

1. As a part of issuance of COE, instruct students to report to the reception of Lyons College within a week of their arrival in Australia and present their documents including their passport details, COE, offer letter and current address and contact details.
2. Lyons College staff 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
 - Offer letter
 - Student agreement
 - COE

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. Explain to students their VISA details and requirements, outcomes and consequences of breaching the visa requirements and the process after breach of visa requirements.
6. 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
7. Discuss in detail the services offered at Lyons College such as:
 - English language support
 - 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.