



Student Induction Procedure

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1. Associated Policy

These Student Induction Procedures have been developed in conjunction with the Training and Assessment Policy.

2. Scope

This procedure applies to CIT staff responsible for induction of enrolled students.

3. Procedures

Canberra Institute of Technology (CIT) is responsible for ensuring that all students, irrespective of course-type and study mode, participate in course-specific induction, including work health and safety (WHS) matters.

This procedure describes how CIT will engage with students to improve retention and course completion through a course induction that:

- promotes the study journey
- sets clear expectations
- describes mutual responsibilities.

Student induction is critical to help new and returning students adjust to, and feel comfortable in, the CIT environment, and gain an understanding of the CIT's values and culture.

A positive student induction experience will help students build bonds with other students and staff, ensure safety and build a positive relationship with CIT.

Induction includes:

- generic information that all CIT students need to adapt to and function in the CIT learning environment
- course-specific information to assist students to safely undertake and complete their course of study.

Induction activities may be campus-based, online or blended.

3.1 Course Induction – Campus Department Based

The educator conducting the induction will typically be the educator responsible for delivery of a course unit. However, the educator conducting the induction may be nominated by the Head of Department. Induction may be on campus and include an online component through eLearn

Step	Action	Responsibility
1	<p>Review and update general student induction information, in June and November of each year, and confirm currency of introduction/orientation video on CIT website.</p> <p>Ensure updates are built into the development shell in eLearn in preparation for the first session.</p>	Head of Department



Step	Action	Responsibility
2	Review content of Student Induction Checklist and student induction materials (e.g. PPT, Student Handbook). Collect resources for induction session specific to a training course. Refer: Student Induction Checklist	Educator conducting induction
3	Invite specialist presenters (e.g. WHS, Student Services, Yurauna, Foundation Skills, Library and Learning Services, CITSA) to attend the orientation and induction session at least ten (10) business days before the orientation/induction.	Educator conducting induction
4	Collect evidence of student participation in induction activities and retain evidence of participation for a minimum of 12 months. <i>Note: evidence may include digital record of attendance or participation or an attendance register relating to the induction event.</i>	Educator conducting orientation/induction

3.2 Course Induction – Online and Flexible Learning

Online and flexible learning students will complete their induction through eLearn.

The induction may be designed to include downloadable information or recorded presentations from specialist presenters, such as Library and Learning Services and Foundation Skills subject matter experts.

Step	Action	Responsibility
1	Student completes CIT enrolment and is enrolled in an eLearn module and directed to 'Navigating and using eLearn' and 'Practice Course (a space where students can practice navigating, completing quizzes and uploading assessments).'	eLearn on enrolment
3	Student is advised to complete the online orientation prior to classes starting.	Educator
4	Student completes online orientation and signs a digital declaration attesting to participating. <i>Note: the use of induction quizzes in eLearn is at the discretion of the teaching area.</i>	Student
5	Online induction at unit/subject level provided via eLearn.	Educator



4. Documentation

4.1 Legislation/Regulation

- [Standards for Registered Training Organisations 2015](#)

4.2 Policy and Procedures

- [Training and Assessment Policy](#)

4.3 Related Documents

- Student Induction Checklist

5. Definitions

All terminology used in this policy is consistent with definitions in the CIT Definition of Terms. The following definitions are provided in the context of this procedure.

Orientation	Orientation includes the generic information provided to all CIT students.
Induction	Induction is a process that conveys course specific information, over and above that conveyed through orientation.