



Student Induction Procedure

Contents

1.	Associated Policy	2
2.	Scope	2
3.	Procedures	2
3.1	Course Induction – Campus Department Based	2
3.2	Course Induction – Online and Flexible Learning	3
4.	Documentation	4
4.1	Legislation/Regulation	4
4.2	Policy and Procedures	4
4.3	Related Documents	4
5.	Definitions	4



1. Associated Policy

This Student Induction Procedure has 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) requirements.

A positive student induction experience will help students feel welcome and comfortable, establish relationships with other students and staff, ensure safety and promote CIT's values and culture.

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.

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 unit or course of study.

Step	Action	Responsibility
1	Review and update general student induction information, in June and November of each year, and confirm currency of introduction/orientation video on CIT website. Ensure updates are built into the development shell in eLearn in preparation for the induction session.	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 course of study. 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 induction session at least ten (10) business days before the 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 or attendance register.</i>	Educator conducting induction

3.2 Course Induction – Online and Flexible Learning

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

The induction may include downloadable information or recorded presentations from specialist presenters, such as Library and Learning Services and Foundation Skills staff.

Step	Action	Responsibility
1	Student completes CIT enrolment. Student is enrolled in an eLearn module and directed to 'Navigating and using eLearn' and 'Practise Course (a space where students can practice navigating, completing quizzes and uploading assessments).'	eLearn on enrolment
3	Student is advised to complete the online induction prior to classes starting.	Educator
4	Student completes online induction and signs a digital declaration to confirm completion. <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 RTOs

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 is conveyed through orientation.