

# 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

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 coursetype 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:

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

Student inductions critical to help new and returning students adjust to, and feel comfortable in the CIT environment and gain an understanding of the CIT values and culture

A positive student induction experience will help students build bonds with other students and staff, ensure safety and build a positive plpievnsibild nill .6 (t)-5.92(h)-0. ( )]TJ -0.004 T2 0.003 T2 [(C)-10.6(

Step	Action	Responsibility
2	Review content of Student Induction Checklist and student induction materials (e.g. PPT, Student Handbook) Collect res 1 induct	

