



## Student Induction Checklist

### 1. PERSONAL DETAILS

Student ID:		Date of Birth:	
Family Name:		Given Name:	
Mobile:		Email:	

### 2. COURSE DETAILS

Tick	Course Code	Course name	Tick	Course Code	Course name
	Non AQF	General English I		BSB40520	Certificate IV in Leadership and Management
	Non AQF	General English II		BSB50420	Diploma of Leadership and Management
	Non AQF	General English III		BSB60420	Advanced Diploma of Leadership and Management
	Non AQF	General English IV		BSB40420	Certificate IV in Human Resource Management
	Non AQF	General English V		BSB50320	Diploma of Human Resource Management
	Non AQF	English for Academic Purposes I		BSB80120	Graduate Diploma of Management (Learning)
	Non AQF	English for Academic Purposes II		Non AQF	English for Academic Purposes III

### 3. CHECKLIST

Tick	Information	Tick	Information
	Course information <ul style="list-style-type: none"><li>• Introduction of key teaching and support staff</li><li>• Module outline and student certificates upon completion</li><li>• Training and assessment strategies</li><li>• competency-based training and assessment</li><li>• Learning and Assessment Strategies</li><li>• Duration and Timetables provided</li></ul>		Location of <ul style="list-style-type: none"><li>• Classrooms</li><li>• Kitchen and recreation areas</li><li>• Toilets</li><li>• Public transport</li></ul>
	Ethics and standards of MEI <ul style="list-style-type: none"><li>• Equal Opportunity</li><li>• Student Code of Conduct</li><li>• Duty of care</li><li>• Plagiarism &amp; cheating</li></ul>		Occupational Health and Safety Procedures <ul style="list-style-type: none"><li>• Evacuation procedures explained</li><li>• Emergency exits clear</li><li>• Location/access to First Aid Kit</li></ul>
	Refund Policy		Deferment, Suspension and Cancellation Policy
	Credit Transfer and RPL Policy		Transfer between providers Policy
	Fees and Charges		Course Progress and Intervention implementation
	Unique Student Identifier (USI)		Language, Literacy and Numeracy Test and Placement Test
	Student Visa Conditions		Student Support Services
	Adjusting to Life in Melbourne		ESOS framework
	Complaints and Appeals		

### 4. STUDENT DECLARATION

I have attended the Induction Program at Melbourne Education Institute. I acknowledge that I have been provided with the Student Handbook and I have understood the information mentioned above.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_