

STUDENT ORIENTATION CHECKLIST



OCEANIA POLYTECHNIC
INSTITUTE OF EDUCATION

CRICOS PROVIDER CODE: 01905F | RTO NO: 6324

Student Full Name			
Unique Student Identifier (USI)			
Student Number		Date	
COURSE CODE AND NAME			

INFORMATION RECEIVED

<input type="checkbox"/> Received the Student Handbook/Pre-Departure Guide	<input type="checkbox"/> Received the Course Guide/Information
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I RECEIVED, READ, AND UNDERSTOOD THE INFORMATION REGARDING THE COURSE

Introduction to the training program and course content	<input type="checkbox"/>
Assessment - Expectations and processes	<input type="checkbox"/>
Role of the Trainer/Assessor	<input type="checkbox"/>
Assessment outcomes and certification	<input type="checkbox"/>
Student visa requirements (course progress and attendance, OSHC, and continuous enrolment)	<input type="checkbox"/>
Language, Literacy & Numeracy	<input type="checkbox"/>
Education and learning support services	<input type="checkbox"/>
Study hours, timetable, timeframes, and online class sessions	<input type="checkbox"/>
Created USI and its purpose including the consequences of not having a USI	<input type="checkbox"/>

I RECEIVED, READ, AND UNDERSTOOD THE INFORMATION REGARDING THE LEARNING ENVIRONMENT

Competency-based training & assessment	<input type="checkbox"/>
Student support and wellbeing services	<input type="checkbox"/>
Our locations and areas	<input type="checkbox"/>
Student responsibilities, student behaviour, disciplinary procedures, cheating, and plagiarism	<input type="checkbox"/>
Access & equity/equal opportunity	<input type="checkbox"/>
Zero tolerance for discrimination, harassment, bullying, and any form of abuse	<input type="checkbox"/>
Safety and health - duty of care	<input type="checkbox"/>
Facilities (amenities, fire exits, use of computer and internet, use of photocopier and corresponding fees)	<input type="checkbox"/>

I RECEIVED, READ, AND UNDERSTOOD THE INFORMATION REGARDING OPIE POLICIES AND PROCESSES

Fees, charges and refunds	<input type="checkbox"/>
Complaints and appeals	<input type="checkbox"/>
Plagiarism	<input type="checkbox"/>

I RECEIVED, READ, AND UNDERSTOOD THE INFORMATION REGARDING POLICIES AND PROCESSES	
Reassessment arrangement	<input type="checkbox"/>
Compassionate and compelling circumstances	<input type="checkbox"/>
Issuance of certificate and other document	<input type="checkbox"/>
Privacy and access to records	<input type="checkbox"/>
Student Code of Conduct	<input type="checkbox"/>
Record keeping	<input type="checkbox"/>
ESOS Act and 2025 Revised Standards	<input type="checkbox"/>
Tuition Protection Service (TPS)	<input type="checkbox"/>
I RECEIVED, READ, AND UNDERSTOOD THE INFORMATION REGARDING LIFE IN AUSTRALIA	
Australian values and culture	<input type="checkbox"/>
Cost of living, accommodation, transport, health and safety	<input type="checkbox"/>
Working on a student visa	<input type="checkbox"/>
Driving in Australia	<input type="checkbox"/>
Emergency contacts and other useful numbers and information	<input type="checkbox"/>
Crisis support and mental health support available	<input type="checkbox"/>
Legal and other support services, such as Study Melbourne	<input type="checkbox"/>
OPIE Student Support Team	<input type="checkbox"/>

STUDENT ACKNOWLEDGEMENT

I confirm that the above points have been fully explained to me, and I have read and understood OPIE’s policies (available at opie.vic.edu.au). I am ready to commence my studies at OPIE.

STUDENT NAME	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>		

ADMIN USE

<input type="radio"/> Student Management System updated	Date	<input type="text"/>	<input type="radio"/> Student’s Study commenced via PRISMS	Date	<input type="text"/>
Person conducting orientation	<input type="text"/>	Signature	<input type="text"/>		
Date	<input type="text"/>				

