



## Orientation Policy

<b>Institution</b>	Kingsway Institute
<b>Policy Name</b>	Orientation Policy
<b>Policy Governance</b>	Academic Manager
<b>Date of Approval</b>	January 2020
<b>Review Date</b>	January 2021
<b>Version No.</b>	1.1

### 1 PURPOSE

This Policy sets out how Kingsway Institute will conduct an orientation program for new students.

### 2 DEFINITIONS

**The Institute** Kingsway Institute

### 3 RESPONSIBILITY

The Academic Manager is responsible for the implementation of this policy, and also ensuring that staff members are aware of and following this policy.

### 4 POLICY

The Institute takes initiatives to welcome new students by organizing an orientation program prior to the commencement of their course.

The orientation program will welcome students and introduce them to the important aspects of the institute's policies, operation, activities and the expectations of students.

The orientation program is intended to provide new students an introduction to living in Australia as a student in an endeavor to assist the student transition successfully and ensure to the maximum extent possible, their success during the time of their study with Kingsway Institute.

This Policy sets out the framework for Kingsway Institute's orientation program which includes:

- Providing an introduction to students about studying at The Institute: timetable, textbook, course progress and assessment, attendance expectation and other course related information.
- Introducing complaints and appeals procedure, and the rules at The Institute
- Ensuring students are aware that special arrangement can be made for special needs.
- Providing an introduction to students about the life in Sydney
- Providing students an awareness about their employment rights and workplace issue resolution by discussing the role and functions of Fair Work Ombudsman.
- Providing information about medical and emergency services and legal services that are available to them.



- Providing details to the students about accessing academic and English learning support at The Institute.
- Informing students that Students' Handbook has been sent to them via email before orientation and is also available on The Institute's website.
- Providing a campus tour which includes introduction to campus facilities, staff and student resources.
- Organizing additional orientation sessions for students who arrive late to ensure students don't miss important information.