

# STUDENT INDUCTION CHECKLIST

The following checklist of new student orientation program is to be shown to all new students upon commencement of their course at Abbey College. This checklist has been designed to ensure that all students have a thorough understanding of all policies and procedures.

It is very important for new students to carry out the following activities listed below or to ensure that they have been completed. Once the student induction checklist has been completed, the new students are required to check their class timetable and commence studies immediately.

Step	Description <i>* Please Tick (✓) Once Completed</i>
1.	<input type="radio"/> <b>Student Handbook</b> Student has been issued the handbook which has been read, understood and signed the appropriate documents.
2.	<input type="radio"/> <b>Refund Policy</b> Has been issued and the content has been read, explained and signed by the student.
3.	<input type="radio"/> <b>Support and Legal services explained</b> Orientation has been completed – student has been shown around premises
4.	<input type="radio"/> <b>Enrolment Form &amp; Student Agreement</b> Has been read and signed by the student
5.	<input type="radio"/> <b>Letter of Offer</b> (Fee Schedule and Course Information Explained)
6.	<input type="radio"/> <b>Student Photograph</b> Has been taken by the Staff to be given as the Student ID
7.	<input type="radio"/> <b>Orientation Attendance List</b> To be signed for registration.
8.	<input type="radio"/> <b>Student ID Card</b> Has been told to be issued after 1 week at the reception with \$5 issue cost.
9.	<input type="radio"/> <b>Information Pack</b> (including student handbook, Orientation Slides, student-related forms, etc) Has been told to access from RTOManager documents, and all missed information is explained to the student.
10.	<input type="radio"/> <b>Orientation Pack</b> (Student Contact Detail Form & Acknowledgement Declaration of Student Handbook) Completed and signed by the student at the reception.
11.	<input type="radio"/> <b>Class Timetable</b> Student has chosen a preferred shift of class timetable.
12.	<input type="radio"/> <b>Study Plan</b> Student has received study plan with units all listed and explained.
<b>Student Name:</b>	
<b>Student Signature:</b>	
<b>Date</b>	

# STUDENT CONTACT DETAIL FORM

## IMPORTANT INFORMATION:

- It is the student visa requirement to inform the college of your residential address and phone number and of any subsequent changes to those details within 7 days.
- Student information may be provided to DIBP and other state/territory government agencies.

## STUDENT DETAILS:

First Name:		Family Name:	
Student ID:		Date of Birth:	/ /
Mobile:		E-mail:	
Address:			
Course:		Course Start:	/ /

## EMERGENCY CONTACT DETAIL:

Name:		Relation to you:	
Mobile:		E-mail:	

## Unique Student Identifier (USI) Number:

USI Number (Must provide USI number):	
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## STUDENT DECLARATION / CONSENT:

I declare that all the information I have given above is correct and complete.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE ONLY			
Record Updated:	<input type="radio"/> Yes	<input type="radio"/> No	Date: / /
Updated by:			Signature:

## ACKNOWLEDGEMENT DECLARATION

I confirm that I have received and read the contents of this Student Handbook prior to enrolling in the course.

I fully understood the contents of this Student Handbook, which outlines the conditions and my rights and responsibilities as a student of Abbey College, my training program and that I have also received an induction into my training program.

I further agree to waive my rights to privacy and accept that relevant Government departments may access all of my personal and private information held by Abbey College. This information is also available to the Tuition Protection Service (TPS).

### STUDENT ACKNOWLEDGEMENT:

.....  
Student's Name

Student's Signature

.....  
Student's ID Number

Date

### COLLEGE REPRESENTATIVE:

.....  
College Officer's Name

College Officer's Signature

**Student Welfare Officer**  
College Officer's Position

.....  
Date

# EDUCATIONAL AGENTS FEEDBACK

To be completed by interview with any student who has used an education agent. To be completed within two weeks of student's course commencement.

## STUDENT DETAILS:

First Name:		Family Name:	
Student ID:		Date:	
Agency's Name:		Consultant's Name	
1. The agent discussed the pre-enrolment information with the student.			<input type="radio"/> Yes <input type="radio"/> No
2. The agent reviewed the student's application to ensure that all parts were completed accurately and in full. <i>(Check the completed application form with the student to ascertain this)</i>			<input type="radio"/> Yes <input type="radio"/> No
3. The agent informed the student of the following information about the course:			
<input type="radio"/> A general description of the content <input type="radio"/> The qualifications gained on completion <input type="radio"/> The duration of the course <input type="radio"/> The assessment methods used <input type="radio"/> The teaching methods use			
4. The agent has explained the obligations regarding the mandatory reporting of unsatisfactory attendance and unsatisfactory academic progress and the possibility of loss of visa.			<input type="radio"/> Yes <input type="radio"/> No
5. The student received a copy of the completed and signed application form from the agent.			<input type="radio"/> Yes <input type="radio"/> No
6. The agent provided the applicant with a copy of the Refund Policy and explained the processes involved.			<input type="radio"/> Yes <input type="radio"/> No
7. The Agent gave the student a general description of:			
<input type="radio"/> The facilities <input type="radio"/> The learning resources <input type="radio"/> An itemised list of all fees payable to the institute <input type="radio"/> The equipment <input type="radio"/> Information about the minimum level of English proficiency required for the course			
Any other comments about the agent			
Staff Member's Signature:		Date:	
Student's Signature:		Date:	



## Excursion Indemnity Form and Media Release

I acknowledge that, from time to time, I may participate in an activities or excursion off-campus and undertake and agree to abide by any rules issued by Abbey College Australia and any directions given by any employee or agent of Abbey College Australia in charge of any such activities or excursion.

I am in good health and agree to advise Abbey College Australia immediately if I contract any disease or illness or sustain an injury which is likely to be detrimental to the health or well-being of other members of the group.

I indemnify Abbey College Australia from any loss or injury that I may incur while participating in any activities or excursion and agree that Abbey College Australia and its employee and agents have no liability in relation to my involvement in any activity or excursion.

In the event of an accident or illness, I authorise Abbey College Australia and its employee and agent to obtain medical assistance for me and I agree to pay any expenses incurred.

**MEDIA, PHOTOGRAPHY, VIDEOS, TESTIMONIAL** - Abbey College Australia undertakes many recreational as well as activities on academic value for its students. You permit Abbey College Australia to take pictures/videos of such activities and use them for Abbey College Australia's promotional purposes. These pictures and videos or any such material created involving you remain the property Abbey College Australia and Abbey College Australia does not owe any monetary benefits for any promotional material that has been created. If you do not wish to have photos or videos used Abbey College Australia, it is your responsibility to clearly inform staff at the beginning of the event/activity.

### Student declaration and Consent

- These may be used for publication in film, photographs, in printed materials, electronically and on the Internet.
- The above permission will apply for three years from the date of signing this form.
- I will not receive any compensation or payment for the above.
- Once my personal information has been published on the Internet, Abbey College Australia has no control over its subsequent use and disclosure

**Student Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Good luck with your studies.

Abbey College Australia  
Alpha English Academy

# USI CONSENT FORM

If you do not already have a Unique Student Identifier (USI) and you want Abbey College Australia to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Abbey College Australia will provide to the Registrar the following items of personal information about you:

- Your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- Your date of birth, as it appears, if shown, in the chosen document of identity;
- Your city or town of birth and your country of birth;
- Your gender;
- Your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar, we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act. If you ask Abbey College Australia to make an application for a student identifier on your behalf, Abbey College Australia will have to declare that Abbey College Australia has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Abbey College Australia has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- Is collected by the Registrar for the purposes of:
  - Applying for, verifying and giving a USI;
  - Resolving problems with a USI; and
  - Creating authenticated vocational education and training (VET) transcripts;
- May be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - The purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - Education related policy and research purposes; and
    - To assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - Current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - Schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - Researchers for education and training related research purposes;
  - Any other person or agency that may be authorised or required by law to access the information;
  - Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system;
- Will not otherwise be disclosed without your consent unless authorised or required by or under law.

## PRIVACY POLICIES AND COMPLAINTS

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar’s Privacy Policy (link to USI privacy policy) or by contacting the Registrar on (email/telephone). The Registrar’s Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- Misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- A failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

*[Where you are an organisation issuing this notice to a student, and you have a privacy policy, please also include the following]*

For information about how Abbey College Australia collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Abbey College Australia ’s privacy policy which can be found at [info@abbeycollege.edu.au](mailto:info@abbeycollege.edu.au)

<b>First Name:</b>		<b>Last Name:</b>	
<b>USI Number:</b>		<b>Student ID:</b>	
<b>Signature:</b>		<b>Date:</b>	
<b>Notes for RTO’s</b> <ul style="list-style-type: none"> <li>▪ You may be an Australian Privacy Principle (APP) entity bound by the Privacy Act or an entity bound by State or Territory Privacy legislation. Please consider whether your organisation is bound by any privacy legislation and if so, what your organisations obligations under such legislation would be.</li> <li>▪ Please note, in addition to the above, if your organisation contravenes sections 11, 16 or 17 of the SI Act, then pursuant to sections 23 of the SI Act, your organisation will be considered to be an APP entity bound by the Privacy Act and the contravention may be subject to investigation by the Information Commissioner.</li> <li>▪ Where your organisation is bound by Commonwealth or State or Territory Privacy legislation, your organisation may need to provide students, either in connection with applying for the USI on their behalf or more generally as part of the enrolment information, advice about how the student’s information is stored and protected, such as for example secure server at the RTO, third-party server in the cloud, or if hard-copy, in a locked file/cupboard.</li> </ul>			



## Plagiarism Policy and Procedures

### Policy:

In Australian education, cheating and plagiarism are considered to be the same as theft. Copying another student's work is not acceptable under any circumstances.

Abbey College Australia is committed to upholding standards of student integrity and honesty in regard to the assessment of their work and places value in the declarations of authenticity made by students.

### Definitions:

**Cheating** – seeking to obtain an unfair advantage in the assessment of any piece of work.

**Plagiarism** – to take and use the ideas and/or expressions and/or wording of another person or organisation and pass them off as one's own by failing to give appropriate acknowledgement. This includes material from any source such as staff, students, texts, resources and the internet, whether published or unpublished.

**Copying** – using another student's work and submitting it as your own.

### Policy:

- Student plagiarism and cheating in any form are unacceptable and will be treated seriously by Abbey College.
- When you are writing the answer to questions or a project, you must write in your own words. If you look up resource material to help find the answers, you must correctly cite your work, using the Harvard system or one of your choosing.
- Students must work independently and only in groups as required by the Assessment Instructions for group work in an assignment. These instructions can be found in the description of the Assessment task. **Copying:**
- Students must not copy the work of other students. Students submitting the same work will be penalised by having those submissions automatically fail.
- Students must not, for any reason, purchase or use assignments that they have found on the internet, such as from 'course hero', or 'homework market'. If you do, this is cheating and you will be penalised.

### How to cite work:

When students use sources such as a book or website, they must reference the source in their work.

1. Write the name of the resource in brackets after they quote or paraphrase (summarise) information they have used. For example:

OR

(Wikipedia: [https://en.wikipedia.org/wiki/Maslow%27s\\_hierarchy\\_of\\_needs](https://en.wikipedia.org/wiki/Maslow%27s_hierarchy_of_needs) )

OR

(The Very Well Mind: <https://www.verywellmind.com/what-is-maslows-hierarchy-of-needs-4136760> P1)

OR

(Bloggs B. 2018, p50)

2. Write a list at the end of the assignment or questions with the list of the resources they have used, including the names, author (if known) and date of publication, or website, headed '**Sources**'.



3. Students are permitted to copy and paste a small section of something that they have found that helps them to answer the question, however they must put it in inverted commas and follow it with the name of the source, or the website in brackets. For example:

“Maslow's hierarchy of needs is a motivational theory in psychology comprising a five-tier model of human needs, often depicted as hierarchical levels within a pyramid.

Needs lower down in the hierarchy must be satisfied before individuals can attend to needs higher up. From the bottom of the hierarchy upwards, the needs are: physiological, safety, love and belonging, esteem and self-actualization.” (<https://www.simplypsychology.org/maslow.html> )

### Detecting cheating and plagiarism

- Assessors must check student work and be aware of potential plagiarism or copying e.g. compare it to other work the same student has submitted, or to other students' work.
- If it appears that it may be plagiarised, use the *Grammarly* or *Turnitin* software program to check.
- Teachers will also do a random check of students' typed assignment work by applying *Grammarly* or *Turnitin*.

### Responding to cheating and plagiarism

- If students are suspected of cheating, or have been to be plagiarizing, assessors must give them an opportunity to respond to allegations. Students will be asked to attend an interview to explain their work and how they found the information.
- If students are found to have plagiarised, your teacher may sit with you and show how to correctly reference your work. You will then be expected to re-submit your assignment/s.
- Student results should be withheld until the work has been re-submitted. Assessors may ask to submit a gap assessment task or give you an oral test to assess a written question.
- Clear notes will be taken in your student file about the communication with the student in relation to cheating and plagiarism
- If students are found to have plagiarised on more than one occasion, you will be expected to meet with the academic manager and may be issued with a Warning Letter.
- If students have plagiarised on multiple occasions, they may have their enrolment cancelled.

**I have read and understand Abbey College's Policies & Procedures regarding plagiarism and cheating.**

Sign: \_\_\_\_\_

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

FORM/DOCUMENT: P&P Plagiarism and Cheating/ Plagiarism Acknowledge - Form

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