



Australian Prime Education and Training

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Address: Level 1, 56-58 York Street, Sydney, NSW Australia 2000
RTO: 45788 CRICOS Number: 03972A
ABN: 65 648 358 169

Student Name:.....

Orientation Date:.....

Course Enrolled:.....

Please Tick the below and return the check list to Student Admin

- ✓ Paperwork and Documentation (with Student Services / Administration)
- ✓ Orientation Presentation
- ✓ AHM – Introduction
- ✓ Orientation Policy and Procedure by Academic Manager
 - ✓ Attendance
 - ✓ Competency Based Assessment- Assessment Tools,
 - ✓ Assessment Methods
 - ✓ Notification of Result
 - ✓ Feedback Mechanism
 - ✓ Reassessment
 - ✓ Appeal Policy & procedure with flowchart
 - ✓ Code of Conduct
- ✓ Batch allocation and changes
- ✓ Introduction of Staff Members, Academic team, Student Services, Accounts Department, IT support team,
- ✓ Student counseling, Welfare, Learning Skills
- ✓ Campus Introduction – Occupation Health and Safety procedures
- ✓ Completion of enrolment

Student Signature: _____

Date: ____/____/____