Purpose

This requirement is in place to ensure all students will participate in an orientation about Goodstart Institute of Early Learning, the course, unit of competency or training and assessment services in which they are enrolled in before commencement of the formal learning. Students will then participate in an induction at their workplace placement service before undertaking placement to become aware of the space, policies, and procedures and meet staff.

Requirement

All new students are provided with a Student Guide at enrolment, which is also located at goodstart.edu.au and prior to the orientation program. Students are asked to familiarise themselves with the contents and to ask questions on any matters they do not understand at the orientation.

The orientation program is conducted to acquaint students with the organisation’s principles, standards, policies, procedures.

The orientation presentation will contain the following generic information contained in the organisation’s Student Guide. This will be explained and clarified at the induction:

• Goodstart Institute of Early Learning’s code of practice, policies, procedures, legislative and regulatory requirements
• Recognition for prior learning/current competencies
• Learner responsibilities
• Learning strategies
• Assessment policies, strategies and tasks
• Trainer and Assessor responsibilities
• Training pathways and plans
• Learner support and additional services
• Timelines
• Feedback and quality improvement processes

A copy of the Orientation presentation is available online within the Goodstart institute of Early Learning website.

Students will also receive and be orientated with the appropriate courseware specific to the course or qualification in which they have enrolled and must include:

• The Training Plan and Strategies for the:
- Prerequisites
- Core and elective units and modules
- Language literacy and numeracy (LLN) requirements
- LLN units of competency (if applicable)
- Unit of competency code number and unit title
- Unit of competency descriptor
- Element code number and element title
- Performance criteria descriptor for each element
- AQF level
- Individual Learning Plan for students with prior qualifications
- Student Learning Plan
- Confirmation of Enrolment

• The assessment plan and strategies for:
  - Workplace training procedures
  - Face-to-face training
  - Online or distance learning procedures
  - The assessment tasks or evidence requirements
  - The AQF level of competence

At the completion of the orientation, students are asked to acknowledge they understand and agree to follow the organisation’s policies, practices and regulations, outlined in the Student Guide.