



OUR STUDENT HANDBOOK
FORMS & POLICIES

STUDENT INDUCTION FORM CHECKLIST



STUDENT INFORMATION

NAME:

COURSE:

INSTITUTION: Spectrum College, Sydney VISA SUBCLASS:

INDUCTION TOPIC

INTRODUCTION

The purpose of this orientation is to:

- Welcome you to RTO as your education provider
- Provide information to you to help you settle into your studies and life in Australia
- Provide information to you about about student life and what to expect
- Tell you about the academic expectations of this course
- Tell you about our support services
- Assist you to embrace the new experience of international study

ABOUT US

- We are a Registered Training Organisation and CRICOS Provider.
- Our RTO ID is 46096 Our CRICOS ID is 04201C
- Our key staff members include:
- Our CEO: Puneet Taluja
- Our Head of the Department: G. Ahluwalia
- Our Administration and Student Support Officer: Ms. Joey Ann Clemente & Kate.
- Contact details for the staff members above can be found in the International Student Handbook.
- Your trainer and assessor will provide you with their contact details at class.

CONTACT DETAILS

- For general inquiries: admissions@spectrumcollege.edu.au
- For academic enquiries: studentsupport@spectrumcollege.edu.au
- For fees enquiries: accounts@spectrumcollege.edu.au
- For IT/moodle enquiries: studentsupport@spectrumcollege.edu.au

OUR ADDRESS	<ul style="list-style-type: none"> • Sydney Campus: 14 Railway Parade, Burwood NSW 2134 • Melbourne Campus: Equitable House, Level 7, Suits 701,705-706, 343 Little Collins Street, Melbourne, VIC 3000
GETTING TO CAMPUS	<p>You're already here! However, if you need any more information about reaching our campus by public transport, visit the following website for all public transport options:</p> <ul style="list-style-type: none"> • NSW Public Transport: https://transportnsw.info/ • If you wish to travel to and from the campus by car, you should check out the local area for costs associated with parking, as well as availability
USEFULL LINKS	<ul style="list-style-type: none"> • https://moodle.spectrumcollege.edu.au (Student Moodle Link) • https://support.spectrumcollege.edu.au (Student Support Link) • https://spectrumcollege.edu.au/enrol/ (Spectrum Website)
MODE OF DELIVERY	<p>Engage in a blended learning experience, combining both face-to-face and online-learning elements, dedicating a total of 20 hours per week. Immerse yourself in diverse educational methods that seamlessly integrate physical and distance learning formats. Embrace the flexibility of remote learning, dedicating an additional 6 hours per week to supervised virtual educational activities. This hybrid model offers a well-rounded and adaptable approach to cater to various learning preferences and accommodate diverse schedules.</p>
TERM BREAKS	<ul style="list-style-type: none"> • Each term consists of 10 weeks of study period • A term break consists of 3 weeks of holiday • Travel during holidays do not require any suspension or deferment • You will receive a detailed timetable for your course every term • Please check your emails for regular updates about holiday and events happening at the campus!

ORIENTATION CHECKLIST

No	Item	Comments	Check
01	Orientation Video	College contact details Spectrum student support services available to students in the transition to life and study in an unfamiliar environment College facilities Student rights and responsibilities Understood the terms "cheating" and "plagiarism" as they pertain to College study Monitoring of Academic Progress, Academic Issues, Tutoring Monitoring of Attendance - Absentees / visa requirements Deferring, Suspending or Cancelling Student's Enrolment Appearance/ dress code / Student Behaviour / Code of Conduct legal services Legislation and legal services	

02	Timetable	Lecture/Training Dates Understood the number of contact hours per week Timetable days explained and shift Assessment dates explained Signed	
03	Attendance sheet	Visa requirements Understand the College attendance requirements Understand the College academic progress requirements Signing sheet	
04	Privacy notice	Reason for data collection and who gets it Who gets the Data and why? Signed	
05	USI	Student to acquire Novus acquires for student	
06	Spectrum Policies and Procedures	Student credit transfer application form Student RPL application form Complaints and appeals policy & procedure Student appeal form Student complaint form	
07	Assessments	Fair etc Understand simulated training and assessment requirements Understood the nature of the feedback you are likely to receive from trainers/ assessors Know the type of assessment you will receive in your course Student credit transfer application form Student RPL application form	
08	Student Survey Form	Student signature Number of surveys to be conducted	
09	Housekeeping	Location of the toilets in the College Location of the emergency exits in the College	

STUDENT FEEDBACK

Your feedback is important to us it is your feedback that assist's Spectrum to continue to improve the standards and effectiveness of our processes.

Please answer following statements by putting a tick in the corresponding box	Yes	No
Marketing and recruitment		
The information I received about my course before I enrolled (signed up) was factual and accurate		
I knew the name of my training provider before I enrolled (signed up).		
Did the training provider offer you any incentives to sign up to the course (such as an iPad or a laptop)?		
Did the training provider promise or guarantee you would get a job if you completed the course?		
Was there another organisation (different to your training provider) involved in marketing, recruiting or signing you up to this course?		
At the time you signed up, were you aware there was another organisation (different to your training provider) involved with your recruitment and sign up?		
If you used an agent was the agent helpful and responsive to your questions?		

Did you read and understand the Student Prospective?		
Did you read and understand the admission Requirements?		
Were the Visa requirements fully explained?		
Were the Overseas Health Cover fully explained?		
Enrolment		
My training provider gave me advice about how the course would meet my needs before I enrolled (signed up).		
I understood the length of the course, study requirements and assessment (test) methods before I enrolled (signed up).		
My rights and responsibilities as a student were explained to me before I enrolled (signed up).		
I was aware of my training provider's refund policy when I enrolled (signed up).		
Please use this space to make any additional comments:		

Student Declaration

I declare that all the above information has been provided to me in the orientation session

I am aware of course progress and attendance requirements;

I am aware of Complaints and Appeals process ;

I am aware of the Privacy notice, which is also available on Website ;

I am aware of the Students visa obligations (Related to course progress and attendance);

I am aware of student support services available to me and referral services (inc. legal services);

Photo and Video Use agreement: I authorise Spectrum College to use my student photo or video of me and my achievements at Spectrum College for educational and promotional purposes. If I do not agree I will notify Spectrum College in writing.

Student Handbook: I agree that I was provided with a softcopy and/or printed copy of the overseas student handbook and I have been made aware that It can be downloaded anytime from Spectrum College website www.spectrumcollege.edu.au

INDUCTION DETAILS

I _____ confirm that I have attended the induction session at Spectrum College on _____ July 2024, where the above topics were discussed. I have received all the necessary information and understand my responsibilities as a student.

NAME OF STAFF MEMBER CONDUCTING INDUCTION:

STAFF SIGNATURE:

STUDENT SIGNATURE:

DATE OF INDUCTION :

Comments on Support/Training Required: