

Student Orientation Declaration

The Department of Education, Training and the Arts is collecting the information on this form to ensure students participate in the student orientation. This information is required by the Australian Quality Training Framework. Only authorised departmental officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.

Name:	<input type="text"/>		
Program:	<input type="text"/>		
Teacher's name:	<input type="text"/>	Date:	<input type="text"/>

Online and external students may complete the electronic Student Orientation Declaration (Form 077).

http://www.widebay.tafe.qld.gov.au/student_support/orientation_declaration.php

Mandatory information – I have received the information listed below and the forms:

- I have received the pre-enrolment package, Student Handbook and the training program-specific information. I agree to abide by the rules and conditions within, including the WideBay TAFE and TAFE Queensland Student Rules **OR** I have been instructed on the contents of these documents and I am also aware of how and where to obtain a copy of the WideBay TAFE and TAFE Queensland Student Rules.
http://www.widebay.tafe.qld.gov.au/resources/pdf/student_handbook.pdf
- Program Training Plan
- Elements of competency and performance criteria descriptor
- Class timetables, student guide, learning resources, list of topics and delivery strategies
- Assessment matrix/calendar
- Assessment Cover Sheet (Form 103) for submission of assessment items
- Skills First – Recognition of Prior Learning (RPL), credit transfer and recognition of qualifications by other RTOs
- Emergency evacuation procedures including fire extinguishers, fire blankets, chemical storage and handling and Material Safety Data Sheets (MSDS)
- First aid procedures, Work Injury/Incident Report (Form EV010) and Risk Assessment (Form 064)
- Induction Information for Visitors (Work Instruction 057)
- Harassment prevention – I am aware: That certain types of behaviour may constitute harassment; that harassment is unlawful; to whom I can turn for help if I am harassed; that all complaints will be treated seriously; and that malicious allegations will result in disciplinary action.
- Freedom of information
- Language, Literacy & Numeracy and Special Needs Request for Support (Form 107)
- Feedback (Form 138) and Suggestions (Form 003)
http://www.widebay.tafe.qld.gov.au/student_support/feedback_suggestion_form.php
- I have received a copy of the Internet Access Agreement, Computer and Internet Terms and Conditions of Use (Form 018) and agree to abide by them. I understand that any deliberate misuse of the institute's computing and network facilities could result in severe penalties, including me being excluded from these facilities and cancellation of my enrolment in associated programs.
- I have been made aware of the need to complete a Consent Form (Release for use of images, recordings and/or associated information) should my photo or recording be taken by an institute officer.
- The institute has limited capacity to locate students. Messages can only be given to students in cases of extreme emergency. No information regarding students will be given out to telephone callers unless prior arrangements have been made via Student Authority to Release Information (Form 073).

Information to be provided where applicable to the training program/mode of delivery:

- Performance Level Assessment (PLA)
- Vocational Placement – Agreement (Form 092) and Training Plan (Form 116)
- Work Experience – Agreement (Form 084)
- Voluntary Tutor Information (Form 150)
- Loan Request for External Students (Form 127)
http://www.widebay.tafe.qld.gov.au/student_resources/library_app.php
- Hospitality students: Cold room and walk-in freezers safety induction and demonstration, including Hazard Analysis Critical Control Point (HACCP), hygiene, sanitising, equipment, emergency release and alarms, Personal Protective Equipment (PPE) and video – Workplace Health and Safety for the Hospitality Industry.

Student's signature:	<input type="text"/>	Teacher's signature:	<input type="text"/>
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