

## Educator Induction Checklist

<b>Name</b>	
<b>Student Number</b>	
<b>Course</b>	
<b>Course Start Date and End Date</b>	____/____/____ to ____/____/____

Educator Name:	Student Signature	Educator Signature
Class times ( <i>Start times and finish times</i> )		
Attendance		
Facilities – <i>Break room, common room, library, and printing</i>		
Study support – <i>AM/PM and private tuition</i>		
How to access libraries		
Student phone number ( <i>Educator confirms number</i> )		
Student email address ( <i>Educator confirms email address</i> )		
Educator confirms they will be contacting the student regularly		
Workbooks and term tests (including placement tests and level tests)		
Paper based learning and non-paper-based learning – <i>other sources of information e.g. library</i>		
No phones in class		
Class behaviour – <i>Codes of conduct</i>		
How to progress		
Homework		
WH&S concerns/reporting and fire-drills and evacuation procedures		

I hereby

1. Accept that I am enrolled in the course/s as outlined in the *Confirmation of Enrolment*
2. Acknowledge the Conditions of the Offer outlined in the *Offer Letter*
3. Acknowledge that the details outlined in the *Offer Letter* are correct, and
4. Acknowledge that I have read and signed the *Terms and Conditions of Enrolment* attached.
5. Acknowledge that I have read the refund policy.
6. Acknowledge that I am responsible for keeping a copy of the written agreement as supplied by the registered provider, and receipts of any payments of tuition fees or non-tuition fees
7. Acknowledge that I will attend the Centre for 20 hours each week

I confirm that the above information is correct and/or I have indicated the necessary changes.

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