

Learner Induction Checklist

Learner Name:.....

Course:.....

Information on the following was provided to me:

Please tick box

Administration Procedures:

- Name and contact details of Auswide Projects
- Program introduction, including content and vocational outcomes
- RPL/RCC process
- Support during training
- Credit Transfer
- Authority to Release Information form and Privacy Policy
- Trainer/Assessor responsibilities
- Tuition Fee details & invoicing
- Assessment Procedures & Evidence Collection
- Qualifications to be issued
- Complaints, Appeals and Disciplinary Procedures
- Training plan and training plan reviews
- Feedback to Auswide Projects

Awareness of Emergency Procedures:

- Evacuation Procedures (found on notice board)
- Participant Attendance Register
- Location of fire extinguishers & hoses
- First Aid & OH&S Officers (found on notice board and in student handbook)
- Location of First Aid Station

OH&S Procedures:

- Attendance records to be filled out daily and handed into reception at completion of day, or at end of said Training Course
- Trainer is responsible for Evacuating course participants. Please refer to Evacuation plan located on the entrance to each the Training room.
- Location of Auswide Projects OH&S Policy
- Acceptable behaviour/Drug & Alcohol Policy (Page 20)
- Appropriate dress e.g. shoes that comply with OH&S regulations

Signed: _____

Date: _____