Student Induction Session

Technical Advanced Training induction program will be conducted for Students to cover:

- ➤ Scope of Registration
- ➤ Code of Practice
- ➤ Competencies undertaken for all Qualifications
- ➤ Assessment methods used
- ➤ Satisfaction surveys
- ➤ Licensing process
- ➤ Recognition process
- ➤ Fees & refund policies
- ➤ Appeals and Complaints
- ➤ Contact persons
- ➤ Facilities & equipment
- ➤ Support Services
- ➤ Conduct & Behaviour, including the following:
  - Participation in class discussion
  - Discrimination / Harassment
  - Safety
  - Punctuality
  - Attendance & notification of absence
  - Dress code
  - Parking arrangements
  - Smoking
  - Alcohol & Drug Use.

All Students are to be walked through the facilities of the building pointing out in particular the following:

- ⇒ Emergency Exits & Evacuation Assembly Points
- ⇒ Fire Fighting Equipment
- ⇒ Smoking Areas
- ⇒ Toilets
- ⇒ Parking
- ⇒ Lunch Room / Break Area
- ⇒ Out-of-Bound Areas