



Orientation Date:

## International Student Orientation Checklist and Feedback Form

### Instructions:

This form must be completed by the international student to acknowledge that orientation has been conducted and provide feedback on the orientation conducted by SITS College.

This form is **COMPULSORY** for the international student to complete.

If you have any inquiries, please contact SITS College Administration Team via email at [info@sits.edu.au](mailto:info@sits.edu.au) or call **1300 467 487**.

### Student and Course Details

First Name  Last Name   
(If you only have one name, please provide it in the Last Name field)

Date of Birth  Gender  (Male)  (Female)  (Other)

Mobile Number  Student ID

Full Address

Course Name

USI Number  Email

### Emergency Contact Details:

Full Name  Relationship

Mobile Number  Email

Alternative Email (optional)

**Note:** International student must inform **SITS College** within 7 days of the change in their details including name, address, email, mobile, and emergency contact details.

## Acknowledgement of information provided in the orientation session

Have you received sufficient information about the followings?  (YES)  (NO)

- ▶ Support Services available to assist overseas students to help them adjust to study and live in Australia;
- ▶ English language and study assistance programs;
- ▶ Any relevant legal services;
- ▶ Emergency and health services;
- ▶ Emergency exits, location/access to first aid kit, evacuation procedures.
- ▶ Complaints and appeals Policy and Procedure
- ▶ Requirements for course attendance and progress;





- ▶ Monitoring course progress and intervention strategy for international students.
- ▶ The Support Services available to assist overseas students with general or personal circumstances that are adversely affecting their education in Australia; and
- ▶ Services overseas students can access for information on their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman.
- ▶ SITS College
- ▶ Course information including key teaching and support staff, course outline, training and assessment information, competency based assessment, duration, timetables, assessment outcomes and certification on completion and learning outcomes.
- ▶ Trainer and Assessor information
- ▶ Student Support Officers
- ▶ SITS College facilities and resources including location of classrooms, kitchen/workshop, break out areas, toilets
- ▶ Completion of the general construction induction training program, specified in the Safe Work Australia model Code of Practice: Construction Work, is required by anyone carrying out construction work. Achievement of CPCWHS1001 Prepare to work safely in the construction industry meets this requirement.
- ▶ Support services contact details and SITS College website (<https://sits.edu.au/>).
- ▶ SITS College's policies and procedures including Privacy Policy
- ▶ Course deferment, suspension, withdrawal and transfer, Credit transfer and RPL.
- ▶ Fees charges and refund policy and procedure
- ▶ Living and Study in Brisbane
- ▶ International student rights and obligations including Student Visa (subclass 500)
- ▶ Student Code of Conduct
- ▶ Academic Integrity including SITS College ZERO tolerance policy on plagiarism, cheating and collusion
- ▶ International Student Handbook and Policy and Procedure.
- ▶ Access to public transport.
- ▶ ESOS Framework.
- ▶ USI
- ▶ Entry requirements/LLN requirements
- ▶ Access and Equity and student code of conduct.

### How would you rate your experience of the orientation conducted by SITS College ?

- Excellent     Good     Average     Bad

Please provide below any comments you may have regarding the orientation conducted by SITS College, if you don't have to comment anything then write NA.

#### Comments:

#### Student Declaration:

I have received and understood all the above-mentioned information provided by SITS College.

I agree that I will inform SITS College within 7 days of the change in my details including name, address, email, mobile, and emergency contact details and will keep the emergency contact details updated as well.

Student Signature \_\_\_\_\_

Date