VET STUDENT ORIENTATION FORM

Personal Information

PLEASE SELECT YOUR PREFERRED TITLE

☐ Miss   ☐ Mrs   ☐ Ms   ☐ Mr   ☐ Other

First name(s) _____

Last name _____

☐ *I do not give permission for Australian Institute of Digital Technology to contact me by e-mail or SMS for marketing purposes*

Date of Birth: *Day* _____   *Month* _____   *Year* _____   *Current Age* _____

Course studying: _____   **Student ID Number** _____

Contact Details

Email address: _____   **Home phone:** _____   **Mobile phone:** _____

YOUR ADDRESS IN AUSTRALIA

Street number: _____   **Street name:** _____

City: _____   **State:** _____   **Postcode:** _____

ARE YOU IN HOMESTAY?

☐ Yes   ☐ No

If you ticked YES above:

Homestay parents' names: _____   **Homestay parents' phone number:** _____

IN CASE OF EMERGENCY

Next of kin details: *(NOTE this is the legal person for Australian Institute of Digital Technology to contact in the event of an emergency. This person must be legally responsible for your welfare, i.e. a family member - mother/father/sister/brother)*

Full Name: _____   **Relationship (e.g. mother/father/sister/brother):** _____

Email address: _____   **Home phone:** _____   **Mobile phone:** _____

Home Address: _____

Street number: _____   **Street name:** _____

City: _____   **State:** _____   **Postcode:** _____

USI

From 1 January 2015, Australian Institute of Digital Technology can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at http://www.usi.gov.au/create-your-USI/.

Do you have a USI number?   ☐ Yes   ☐ No

If yes, please provide your USI number: _____

If no and you would like Australian Institute of Digital Technology to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information at https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf

I authorise Australian Institute of Digital Technology to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at https://www.usi.gov.au/documents/privacy-

Notice when-rto-applies-their-behalf   ☐ Yes   ☐ No   *City of Birth:* _____

Educational Background

SECONDARY SCHOOL CERTIFICATES

What is your highest COMPLETED school level? (Tick ONE box only)

- ☐ Year 12 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent
- ☐ Never attended school
- ☐ Year 11 or equivalent
- ☐ Year 8 or equivalent

In which year did you complete that school level (if applicable)? _____

Are you still attending secondary school? ☐ Yes ☐ No

OTHER STUDIES

Have you successfully completed any of the following qualifications? ☐ Yes ☐ No

If YES, tick ANY applicable boxes:

- ☐ Bachelor degree or higher degree
- ☐ Advanced Diploma or associate degree
- ☐ Diploma (or associate Diploma)
- ☐ Certificate IV (or advanced certificate/technician)
- ☐ Certificate III (or trade certificate)
- ☐ Certificate II
- ☐ Certificate I
- ☐ Certificates other than the above

If YES, in which year did you attain the highest qualification above? _____

Do you wish to apply for Recognition of Prior Learning or Credit Transfer? ☐ Yes ☐ No

(If yes, please attach a copy of your academic transcripts or other evidence of your studies or work experience and complete a copy of the Application for Recognition Form from our website (https://aidt.edu.au). If any documents are not in English, please include a certified transition.)

Employment Status

Of the following categories, which BEST describes your current employment status?

- ☐ Full-time employee
- ☐ Part-time employee
- ☐ Self-employed - not employing others
- ☐ Employer
- ☐ Employed - unpaid worker in a family business
- ☐ Unemployed - seeking full-time work
- ☐ Unemployed - seeking part-time work
- ☐ Not employed - not seeking employment

Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

(Tick ONE box only)

- ☐ To get a job
- ☐ To develop my existing business
- ☐ To start my own business
- ☐ To try for a different career
- ☐ To get a better job or promotion
- ☐ It was a requirement of my job
- ☐ I wanted extra skills for my job
- ☐ To get into another course of study
- ☐ For personal interest or self-development
- ☐ Other reasons

Health Information

Do you have any special needs or require any adjustments to accommodate you in your course? ☐ Yes ☐ No
You may wish to discuss this confidentially with your lecturer.

Do you suffer from any allergies or medical problems? ☐ Yes ☐ No
If yes, please provide further information below. This information is required so that we can accommodate you in the workplace and in your training.

☐

Do you have any pre-existing injury, disability, or impairment that will require special assistance? ☐ Yes ☐ No

including literacy support? You may wish to discuss this confidentially with your lecturer.

Culture Information

Do you come from a non-English speaking background? ☐ Yes ☐ No

Do you speak a language other than English at home? ☐ Yes ☐ No

If yes, which language other than English do you speak at home?

Do you have any special cultural requirements? ☐ Yes ☐ No
If yes, please specify below:

Culture Information

Declare that the information provided by me on this orientation form is true and correct, and that it relates specifically and solely to me as an individual. I accept that Australian Institute of Digital Technology makes decisions based on this information and may seek further information or clarification as required. I accept that failure to attend the scheduled sessions may compromise my ability to satisfy some or all of the course requirements. I further accept that any additional training may be required if I do not meet the course requirements, that this training is at an additional cost to myself, and that any requirement to undertake this extra training is at the discretion of Australian Institute of Digital Technology .

Name: _____ **Signature:** _____

Date: *Day*____ *Month*_____ *Year*_____

For students under 18 years of age, this form must be signed by a parent or legal guardian.

Guardian Name: _____ **Signature:** _____

Date: *Day*____ *Month*_____ *Year*_____

Student Agreement

Please read the following rules carefully and sign at the bottom to show hat you agree to follow them.

1. I will follow the college rules at all times.
2. I understand that Australian Institute of Digital Technology is an English Only college. I must speak only English at all times. If I speak another language in class, my teacher will ask me to leave the room.
3. I must ensure I maintain course progress under the requirements of the DHA (Department OF Home Affairs) Course Progress Policy and Procedures for CRICOS Providers of VET Courses.
4. I understand that if I want a holiday outside of course allocated holidays, I must apply by filling in a Holiday Application Form/Temporary Suspension of Studies form from the AIDT website and discuss this with my Trainer. I must apply AT LEAST 2 weeks before my holiday/suspension, or it may be refused.
5. I must follow the rules of behavior and conduct (in the student handbook). I must not hit or upset other students, damage property or disrespect my teacher. I understand that if I break these rules I may be asked to leave the college.
6. If I have a complaint against Australian Institute of Digital Technology that remains unsolved after going through the Grievance Procedure then I can contact ACPET or the Dispute Resolution Centre in Queensland for help if I wish. Australian Institute of Digital Technology will assist me in contacting these people. This information is contained in the student handbook Student Handbook under the heading "Australian Institute of Digital Technology Student Complaints and Appeals Policy".
7. I understand that Australian Institute of Digital Technology is a non-smoking campus and smoking is prohibited on the campus grounds.
8. I will make every effort to provide original work and will refrain from copying the work of others. I will avoid plagiarism by using accurate referencing.
9. If I am living with a host family arranged by Australian Institute of Digital Technology , I will give four weeks' notice should I wish to leave that home before my Homestay period ends. If I wish to extend my Homestay period, I will do so through the Homestay Coordinator and will not enter into a personal arrangement directly with the Homestay family.
10. I accept that I am responsible for any personal property while on excursions. If my property is damaged, lost or stolen, Australian Institute of Digital Technology is not liable for replacement or repairs. If I become sick or injured on any excursion, I give permission for a representative of Australian Institute of Digital Technology to give or arrange suitable medical treatment. I understand that all actions taken on school excursions are my own and I will accept the result of my actions. This applies to all excursions for the duration of my enrolment.
11. I understand that Overseas Student Health Cover (OSHC)is a requirement of my STUDENT VISA and I am responsible for maintaining my health cover while studying at Australian Institute of Digital Technology.
12. I have read the Terms and Conditions of Enrolment at Australian Institute of Digital Technology and agree to abide by those Terms and Conditions.

I have read and understand the rules above. I agree to follow these rules.

Signature: _____   Date: *Day_____ Month_____ Year_____*

Photographic Images
I give permission for Australian Institute of Digital Technology to publish or store photographic images (still or video) of me in any publication or other medium (e.g. internet) that the college deems appropriate

Signature: _____   Date: *Day_____ Month_____ Year_____*

Induction Checklist

Induction Information provided	Student Signature
Orientation PowerPoint viewed	
Unique Student Identifier (USI)created and/or provided	
College / Website and Social Media details	
Link to VET Student Handbook provided for details which includes but is not limited to; • **Code of Practice** • **Legislation** • **Course Expectations** • **Vocational Placement** • **Certification** • **Credit Transfers/ Recognition** • **Refund Policy** • **Complaints and Appeals** • **Department of Home Affairs (DHA)Course Progress Policy& Procedure** • **Counselling Services**	
Health Insurance Cover(OSHC)- OSHC activation /Card collection	
Mail collection location	
Transport options	
Student ID card procedure/Computer login	
Attendance/ Study Progress / punctuality & Conduct	
Student Holidays/Suspension of Studies	
Housekeeping: no smoking/ no mobiles in class/ no food& drink in classrooms (water is accepted) / Lunch Room	
Contact details kept up to date	
Facilities available discussed (computer use, counselling service)	
Fire and Emergency Evacuation /First Aid procedures	
Payment of Fees / Refund Policy	
Sun Safety	
Student Feedback:	