

Trainers Check-list for Induction

Trainers to include the following during the Induction session:

- Please distribute a copy of the INAP Student Induction Handbook to each student. You should have received this in the mail from INAP. Please briefly go through this booklet with the students and ask them to read it thoroughly before the next lesson.
- Discuss the course outline - according to your INAP schedule - making particular mention of homework / assignments - time in class as well as after hours at home.
- Start & finish times – if students have to change into overalls, or RTO uniforms, then they must allow themselves enough time for this and arrive 10 – 15 minutes earlier. It is **VERY DISRUPTIVE** for the trainer and students if students are not organised and sitting at their desk for the commencement of the lesson.
- Break and lunch times must be strictly adhered to. Day time courses do not permit students to leave the premises at lunch time unless **written** consent has been received from a parent/guardian.
- Students who have a drivers licence and drive to and from the course cannot take other students in their vehicle, unless the other student has given written consent from their parent/carer to the trainer. INAP and the Trainer/RTO are not responsible for students if they leave the premises during training. The responsibility falls back on the parent/carer if the student is under 18 years of age.
- Please bring to the student's attention the date of the Semester 2, INAP Graduation – **Wednesday 24 November 2010 at Blackfriars Priory School**, so that they can mark this date in their diary. **This is a compulsory component of the course.** Please note that an official invitation will be emailed to all trainers for distribution during Term 3. Please note that your attendance sheet will incorporate an RSVP list so that you can mark off your class and the number of guests – all RSVP's are to be collected by Monday 25 October – see invitation.
- Please note the following with reference to the INAP Graduation:
 - Female guests to please be mindful and not wear stiletto heels, as they mark the floor
 - Students will be seated in VET class groups
 - Parents /guests will be seated in a separate area
 - Chewing gum is prohibited
 - Mobile phones to be switched off or turned to silent
 - No chatting during the proceedings
 - Students and guests to please remain in the hall until the conclusion of the ceremony – it is disrespectful to leave before all the students have received their certificate

- Let students know your expectations, if this has not already been covered
- Dress code (full school uniform unless otherwise stipulated – eg: Hospitality – black with closed in shoes and RTO's shirt, Automotive – overalls and steel cap boots)
- If the student is going to be absent they **must** notify their school and the Trainer or INAP **immediately**. If absent three times or more, the student **may be withdrawn from the course**, as it may be too difficult for them to catch up.
- Please make sure all students have your contact details – phone & email.
- No student **under any circumstances** can leave a course prior to the finish time without written consent from a parent/teacher, unless they are over the age of 18 years. Parents are under the understanding that their child is at the course for the allocated time, dismissing students early and letting them wonder around is completely unacceptable. Please utilise this time to revise work. If a student is adamant that they have to leave and you cannot contact the school or a parent (see copy of their enrolment form for emergency contact details), they **MUST** stay until the conclusion of the class.
- Please note the enrolment forms for any requests from VET Coordinators to contact them (their contact details are on the enrolment form). Please note if any students have learning difficulties and discuss this in private with them at another time.
- The INAP Induction Sheet must be signed by **ALL** students at the **second class** after they have read the INAP Student Induction Handbook and you have discussed everything on this sheet along with your own induction process according to the training facilities. The **ORIGINAL** Induction Sheet is to be returned to INAP (you keep a copy), once all the students have been inducted and have signed the form.
- At a subsequent lesson, any student who **did not** attend the initial induction lesson will need to be inducted as per this checklist.
- Please make sure that you have updated your blue folder with all the updated information for Semester 2 – according to the INAP website - www.inap.org.au. You will also need to replace the current student enrolment forms as soon as possible and destroy any old enrolment forms, according to privacy legislation.

You should have received a copy of the following via email, prior to your class commencing:

- **Attendance Sheet**
- **Class list**
- **Invoice (if applicable)**

If you have not received the above by the first lesson or you have any questions or queries, please email or telephone INAP immediately.

Please make sure INAP has a copy of the following documentation for their auditing records:

- **First Aid Certificate (if applicable)**
- **Current Police Check – has this been signed by a Catholic School if you are training at a Catholic School.**
- **Certificate IV or above qualifications**
- **Occupational Health & Safety. Please make sure you have signed the statement confirming that you are aware of the training facilities OH&S regulations & procedures and return this to INAP ASAP.**

It is **IMPERATIVE** that INAP is informed if you have students who are behind in work / assignments **IMMEDIATELY**, so that VET Coordinators can be advised. **Waiting until the end of the course to inform INAP via the result sheet is clearly too late.**

If a student is absent, you will need a written reason why from a parent / teacher explaining the absence for your file. If you do not receive written notification at the next lesson, please inform INAP immediately, so that she can follow-up with the school/parent.

Thank you for your continued support.

We hope you have an enjoyable and successful Semester.