

## Trainers Check-list for Induction

Trainers to include the following during the Induction session:

- Outline course
- Start & finish times
- Breaks
- Please bring to the student's attention the copy of the Graduation Invitation for Semester 1, 2010 – **Tuesday 22 June 2010 at St Dominic's Priory College** so 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 you to distribute at the beginning of Term 2. Please note that INAP will also email an RSVP list to you, so that you can mark off your class and return the RSVP list to INAP.
- Expectations
- Homework / Assignments (time in class/ home)
- Dress (school uniform unless otherwise stipulated)
- If the student is going to be absent they **must** notify their school and the Trainer **immediately**. If absent three times or more, the student **may be withdrawn from the course**, as it may be very hard for them to catch up.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.
- Please ask if any students have any learning difficulties and discuss this in private at another time and note the enrolment forms for any highlighted details from VET Coordinators.
- Induction Sheet to be signed by **ALL** students at the **first/second class** and the **ORIGINAL** to be returned to INAP, once all the student have been inducted and have signed the form.
- At the second class, any student who **did not** attend the first lesson will need to be inducted as per the INAP checklist.
- Please make sure you have updated your blue folder with all the updated information for Semester 1. You also need to replace the current Semester enrolment forms as soon as possible and destroy any old enrolment forms, according to the privacy legislation.

INAP will email you a copy of the following prior to your class commencing:

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

If you have any questions or queries, please email me ASAP.

Please make sure INAP has a copy of the following documentation:

- **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 for your file.

Thank you for your continued support.

We hope you have an enjoyable and successful Semester.