

# Induction Checklist

Date:	
Client:	
Inducted by:	

When induction information has been presented/discussed, the Client will initial the relevant induction information to indicate that it is understood.

The person conducting the induction is then required to sign off on induction information that they have delivered by indicating it is understood by the Client. This completed document to be placed on the client file.

## Section 1 –Information Received

- Client has received the **'Student Handbook'**
- Client has received the **Course Brochure/ Information.**

### Client has received, read and understood information regarding the course:

Introduction to Training program and course content	
Assessment - Expectations and processes	
Role of the Trainer / Assessor	
Assessment outcomes and Certification	
Recognition Arrangements	
Language, Literacy & Numeracy	
Education and learning support Services	
Flexible learning options	
Completion timeframes	

### Client has received, read and understood information regarding the learning environment:

Competency-Based Training & Assessment	
Student behaviour, including disciplinary procedures, cheating and plagiarism	
Access & Equity / Equal opportunity / Bullying / Harassment	
Safety and Health – Duty of Care	

### Client has received, read and understood information regarding the RTO Policies:

Appeals and complaints	
Fees & Charges	
Refunds	
Record Keeping	

## Section 2

### Acknowledgement

I have completed been inducted into the processes of ATL Safety Solutions and understand my requirements in regards to adherence to all policies and procedures. I confirm that ATL Safety Solutions has provided the information set out above.

Print Name:			
Signature:		Date:	