

LATROBE COLLEGE OF ART AND DESIGN

STUDENT ORIENTATION INFO

See also

ENC 6 Overseas Student Support Services
RTO 2.1,2.2 Info For Students

ORIENTATION SESSION

New students will attend an Orientation session at the college approximately one week before classes start in their first term. The coordinator and administration will conduct it. The Head of Art or another senior teacher may attend the session and give a small talk about the nature of being a student at LCAD.

In this session, the students will receive an info pack and be welcomed to LCAD and to their course. They will be introduced to how to use the college, college premises, student amenities and facilities and classrooms, courses, assessment teachers and their fellow students.

Online students will meet online at a designated time.

The Orientation session typically takes between 1-2 hours

Orientation steps

- Take a roll call of all students attending.
- Coordinator welcomes students & introduces teachers and discusses course
- If available, a head teacher should talk briefly about being a student at LCAD.

Hand out the Student Orientation Info pack.

- Discuss class and term structure, holidays, Project completion & assessment, attendance, absence, arriving on time, texting school, class rolls, plagiarism, mobile phones
- Discuss keeping materials, belongings, and artwork safe.
- Discuss appropriate and inappropriate clothing
- Discuss inappropriate behaviour.
- Discuss the location of where students can access policies and information on LCAD's website of:
 - Student Manual
 - Student Support Services
 - Complaints and appeals,
 - course progress (including conditions for overseas visa students),
 - Deferring, withdrawing & suspending enrolment,
 - Transferring to another college conditions (for overseas students),
 - Refunds
 - VSL

Orientation Pack will include

The Orientation pack will be given to each new student and should include updated info for the current term:

1. Student Orientation Information
 - Student Orientation Info (year and term)
 - Student Orientation Info ADVA (year and term)
 - GAA students have their Orientation Info within their Enrolment Conformation details
2. Materials (MAS) kit list.
3. General Materials list
4. Instructions for setting up a USI number for overseas visa students.
5. Instructions for setting up a Dropbox account
6. A year planner
7. Timetable

Materials

Explain the MAS KIT list and course materials requirements that students are required to purchase before they start.

See, for example, MATERIALS Visual Art (year and term) and MAS KIT (year and term).

Tour the College and Studios

- Toilets, kitchen, keep studios clean - no hot food, entry & exit codes, storage/lockers, studios and access, printing access, computer access, studio WHS & sustainability, parking, bike racks.

- Show the location of the emergency exits, lights, first aid, accident and safety, hazard and dangerous situations or equipment, student support services and welfare, legal, medical, and more.
- Explain where or how to navigate to the college policies on the LCAD's website. Safely arriving and leaving college each day.
- Speak to recently arrived overseas at the end of Orientation and discuss and answer questions about the city, accommodation, and safety.

Give details of student's classes

Class timetabling, study unit outlines, assessment, Folio Week, studio access, storage of artwork and equipment, and teachers will be discussed.

- At the beginning of each new study unit in each term, the student will be given an outline detailing the content of the unit, assessment tasks and dates, as well as the units underpinning units of competency (UOC).
- Details will be given on the standard of work expected, how to approach learning and the time the student needs to give to their studies, including independent studio time.
- Details of competency-based assessment and the college's informal higher education marking of HD, D, C, PA, and NYP

Completing Students Enrolment

During Orientation, admin will ensure all remaining student requirements, prior to studying, are completed, including:

- ID photo was taken.
- High school certificate or LLND test pass results
- Student's DROPBOX account is also established, and their setup email is recorded.
- International students have presented their IELTS pass if needed
- International students have presented their OSHC for their enrolment period
- International student's USI number.
- Younger Student's form completed (if required)