

Orientation Schedule

10th January 2012

10:00 – 11:00 (Student Arrival) Administrative Tasks

In Administration Office

- Application forms filled in (to be completed)
- Photo taken
- Documents photocopied
- Document checklist (paper file) completed
- Books purchased
- Biometric registration
- OC system reported to college
- IT Account set up
- Outstanding fees paid

11:00 – 11:15 Introduction

Academic Principal (Karen)

- Introduction to college and campus
- Principal welcome's students

11:15 – 12:00 Induction Tasks

Academic Principal (Karen)

- Course Details
- Class schedule viewed on website
- Class weekly teaching schedule given
- Reading week assignment given
- Expectations of students learning
- Policies incl.
- VLE usage tour
- Health and Safety Briefing
- Fire Procedure briefing
- Complaints