

Orientation Schedule (6th Sep. 2011)

10:00 – 10:15 Student Arrival

Academic Principal (Karen)

Student Welfare Officer (Daniel)

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

10:15 – 12:00 Induction Tasks per group

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.

Attendance –biometric registers (Daniel)

Contact details

Health and Safety Briefing

Fire Procedure briefing

Complaints

12:00 – 12:30 Enrolment / Registration Tasks per group

In Conference room

- Application forms filled in (to be completed)
- Photo taken
- IT Account set up
- VLE usage tour

12:30 – 13:00 Administrative Tasks per group

In Administration Office

- Documents photocopied
- Document checklist (paper file) completed
- Books purchased
- Biometric registration
- OC system reported to college
- Outstanding fees paid

Campus Tour

- Site tour by Daniel