

Orientation Planning Group (GC)

Terms of Reference



Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Orientation Planning Group Terms of Reference (GC)
Brief Description	This Document outlines Griffith College's Orientation Planning Group. Key concepts contained in this Document include membership, member duties and tenure and frequency of meeting.
Responsibility	Director, Student and Academic Services
Initial Issue Date	08/10/2014
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
30/01/2019	3	Document changes prior to December 2019 are found on H drive.	Director, Student and Academic Services
09/11/2022	4	Reviewed and updated for accuracy and currency	Director, Student and Academic Services

Related Documents

Name	Location
N/A	N/A

Contents

1	Purpose and Scope	3
2	Document Contents	3
2.1	Membership	3
2.2	Member duties	3
2.2.1	Chair:.....	3
2.2.2	Secretary:.....	4
2.2.3	Others:	4
2.3	Tenure and frequency of meeting.....	4

1 Purpose and Scope

The purpose and scope of this Document is to outline the Orientation Planning Group of Griffith College.

2 Document Contents

Orientation is generally understood to characterise a series of administrative, academic and social activities, presentations, tours and induction sessions intended to provide new students with valuable information and assistance to help them make an effective and efficient transition to study. An effective orientation is expected to assist students to perform at their best as quickly as possible. Orientation is often referred to as O-Week.

The Griffith College Orientation Program is generally held over a number of days in the week just prior to the commencement of academic classes. Late Orientations programs are delivered on Friday of week 1 and week 2 for all late commencing students.

The role of the Orientation Planning Group (OPG) is to develop an Orientation Program for each Trimester to be held on the Mt Gravatt and Gold Coast Campuses and schedule its implementation in a structured and coordinated manner.

The Groups key areas of responsibility include:

- Preparation of a budget for Executive Approval;
- Development of an Orientation Action Plan for each Orientation event;
- Development of an Orientation Program for each Trimester;
- Development of a Late Orientation Program for late commencing students;
- Coordination of the production of all resources required for information sessions.

2.1 Membership

- Academic Director (ex officio) Co-Chair
- Director of Marketing & Admissions (ex officio) Co-Chair
- Director, Student and Academic Services (ex officio) Co-Chair
- Manager, Student and Academic Services (ex officio)
- Marketing Manager (ex officio)
- Student Engagement Coordinator (ex officio)
- Program Convenor (ex officio)
- Student and Academic Administration Officer/s (ex officio)
- Admissions Officer/s (ex officio)
- IT Officer (ex officio)
- Student/Academic/Language Advisor/s (ex officio)

The role of Secretary may be undertaken by the Chair or by a nominated staff member.

2.2 Member duties

2.2.1 Chair:

- Form the OPG;
- Schedule meetings of the OPG;
- Preside over meetings of the OPG;
- Produce a Report for Executive Management detailing outcomes of Orientation Program and opportunities for improvement.

2.2.2 Secretary:

- Record and maintain accurate Minutes of meetings of the OPG;
- Ensure any financial transactions are appropriately recorded and are available to campus management;
- Send and maintain correspondence for the OPG.

2.2.3 Others:

- Represent their relevant stakeholder group within Griffith College;
- Identify key information that should be shared during Orientation;
- Provide advice / opinion on scheduling of information sessions;
- Provide advice / opinion on activities to be scheduled;
- Contribute to the development of the Orientation Action Plan;
- Action delegated tasks by set timeframes;
- Provide their relevant stakeholder group with regular updates on Orientation plans as relevant.

2.3 Tenure and frequency of meeting

Meetings of the OPG will be held at least once per month and then increased as necessary when Orientation approaches (this is flexible depending on demands and needs).

The dates of meetings shall be decided by the Chair in consultation with the OPG, and typically held in the MG and GC Boardrooms.

Special meetings of the OPG may be called by the Chair at a time and place deemed necessary. Members shall be notified in advance of such meetings.

Those who are members by virtue of their position (ex officio) remain members for as long as they hold the position relevant to their membership.

Teaching staff and student representatives may be invited to participate in meetings to provide feedback and advice from time to time.