

# Orientation Policy (GC)



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

## Document

<b>Document Name</b>	Orientation Policy (GC)
<b>Brief Description</b>	This Policy provides an overview of Orientation at Griffith College.
<b>Responsibility</b>	Academic Director
<b>Initial Issue Date</b>	08/04/2008
<b>Authorising Body</b>	Management Committee

## Version Control

<b>Date</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Reviewer Name and Department/Office</b>
30/01/2017	3	Policy changes prior to December 2019 are found on H drive.	Academic Director
09/11/2022	4	Updated for currency and accuracy	Quality & Compliance Coordinator

## Related Documents

<b>Name</b>	<b>Location</b>
N/A	N/A

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# 1 Purpose and Scope

## 1.1 Introduction

This Orientation Policy sets out the approach of Griffith College relating to the management of orientation.

## 1.2 Purpose

The purpose of this Policy is to outline what orientation of Griffith College encompasses.

## 1.3 Scope

This Policy applies to both the Mount Gravatt Griffith College campus and Gold Coast Griffith College campus.

# 2 Policy Statement

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.

## 2.1 Orientation Scheduling

The Griffith College Orientation Program is generally held over a number of days in the week just prior to the commencement of academic classes.

## 2.2 Orientation Program

The Griffith College Orientation Program consists of, but is not limited to, the following elements:

- an introduction to the physical teaching and learning, and wider campus environment including (e.g. food outlets, library facilities, bookstore, accommodation options, parking and transport options);
- an introduction to flexible learning delivery of courses;
- an overview of technology and systems (including computer labs);
- an introduction to the policy and procedures that govern students' academic programs and membership of the College community;
- enrolment assistance (e.g. course and timetable selection);
- in-depth program and course information (e.g. nature of program, progression requirements, articulation options and transition procedures, key dates, key staff, academic culture, protocols, integrity, and conduct expectations);
- overview of administrative, academic and welfare support services and key staff;
- information on campus and general security, health, safety and welfare guidance and expectations;
- provision of a student ID card;
- information for international students on obtaining Overseas Student Health Cover (OSHC);
- engagement in orientation social events;
- information on engagement with campus life; and
- an introduction and assignment to Griffith College Student Mentors/Mates.

## 2.3 Compulsory Attendance

All commencing (i.e. new) students are expected to participate in orientation program scheduled for their particular study program. Attendance at Orientation is compulsory; this ensures students are familiar with relevant academic, administrative, and social support facilities and services offered by the College prior to their engagement in their program of study. Students unable to attend orientation are expected to notify the College with as much notice as possible.

## 2.4 Notification

Students will be notified of the dates of their Orientation Program during the Admissions process. Orientation dates are also published on the Griffith College Website.

## 3 Responsibilities

Responsibility	CDP	AD	DSAS	PC	DMA
Maintain currency of policy	C	A/R	C		
Orientation scheduling	C	R	R		
Orientation Program	I	A/R	R	R	
Notification of Orientation Dates	I	A	S	S	I

CDP = College Director & Principal, AD = Academic Director, DSAS = Director, Student & Academic Services, PC = Program Convenor, DMA = Director Marketing & Admissions

R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed

## 4 Compliance

### 4.1 General

The Academic Director will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the Director, Marketing and Admissions, the College website, digital campus, and through communication from Student and Academic Services and Support teams.

### 4.2 Relevant Legislation

Higher Education Standards Framework (2021) Threshold Standards

[HES 1.3 Orientation and Progression](#)

National Code for Providers of Education to Overseas Students (2018)

### 4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

### 4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive