



Orientation Date:

International Student Orientation Checklist and Feedback Form

Instructions:

This form must be completed by the international student to acknowledge that orientation has been conducted and provide feedback on the orientation conducted by Riverdale Institute.

This form is **COMPULSORY** for the international student to complete.

If you have any inquiries, please contact Riverdale Institute Administration Team via email at info@riverdaleinstitute.edu.au or call **1800 902 480**.

Student and Course Details

Full Name

Date of Birth

Gender

☐

(Male)

☐

(Female)

☐

(Other)

Student ID

USI Number

Full Address

Contact Number

Email

Emergency Contact Details:

Full Name

Relationship

Contact Number

Email

Alternative Email (optional)

Note: International student must inform Riverdale Institute within 7 calendar days of the change in their details including name, address, email, mobile, and emergency contact details.

Acknowledgement of information provided in the orientation session

Have you received sufficient information about the followings? ☐ (YES) ☐ (NO)

- ▶ Support Services available to assist overseas students to help them adjust to study and live in Australia;
- ▶ English language and study assistance programs;
- ▶ Any relevant legal services;
- ▶ Emergency and health services;
- ▶ Emergency exits, location/access to first aid kit, evacuation procedures.
- ▶ Complaints and appeals Policy and Procedure
- ▶ Requirements for course attendance and progress;
- ▶ Monitoring course progress and intervention strategy for international students.
- ▶ The Support Services available to assist overseas students with general or personal circumstances that are adversely affecting their education in Australia; and



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www.riverdaleinstitute.edu.au



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- ▶ Services overseas students can access for information on their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman.
- ▶ Riverdale Institute
- ▶ Trainer and Assessor information
- ▶ Course information including key teaching and support staff, course outline, training and assessment information, competency based assessment, duration, timetables, assessment outcomes and certification on completion and learning outcomes.
- ▶ Student Support Officers
- ▶ Riverdale Institute facilities and resources including location of classrooms, kitchen/workshop, break out areas, toilets
- ▶ Support Services contact details and Riverdale Institute website (www.riverdaleinstitute.edu.au)
- ▶ Riverdale Institute's policies and procedures including Privacy Policy
- ▶ Course deferment, suspension, withdrawal and transfer, Credit transfer and RPL.
- ▶ Fees charges and refund policy and procedure
- ▶ Living and Study in Melbourne
- ▶ International student rights and obligations including Student Visa (subclass 500)
- ▶ Student Code of Conduct
- ▶ Academic Integrity including Riverdale Institute ZERO tolerance policy on plagiarism, cheating and collusion
- ▶ Access to public transport.
- ▶ ESOS Framework.
- ▶ Entry requirements/LLN requirements
- ▶ Access and Equity and student code of conduct.

How would you rate your experience of the orientation conducted by Riverdale Institute?

☐ Excellent ☐ Good ☐ Average ☐ Bad

Please provide below any comments you may have regarding the orientation conducted by Riverdale Institute, If there are no comments or extra details to add, please write N/A in the box below.

Comments:

Student Declaration:

I have received and understood all the above-mentioned information provided by Riverdale Institute. I agree that I will inform Riverdale Institute within 7 calendar days of the change in my details including name, address, email, mobile, and emergency contact details and will keep the emergency contact details updated as well.

Student Signature _____

Date