

ORIENTATION

Policy

DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

International Student: A prospective or enrolled student who is not an Australian citizen, Australian permanent resident, New Zealand citizen, or holder of an Australian permanent resident humanitarian visa, and who requires an international student visa from the Australian Government to study in Australia, whether applying to ACC from within Australia or from overseas.

Orientation: A series of activities and information sessions provided by the ACC before classes begin at the commencement of the academic year, designed to ensure that students are prepared academically, personally, socially, and professionally for their studies, are fully aware of the resources available to them and transition smoothly into study at the College.

PURPOSE

This Policy outlines the approach for orientation of all students into the College.

SCOPE

This Policy applies to all students enrolled within the ACC.

POLICY

All new ACC students are provided with an orientation program to prepare them for study at the ACC. As a minimum, the orientation program will include the following:

- A presentation by the President with an introduction to chiropractic practice and the College
- A presentation by the Academic Dean which provides students with important aspects of the academic policies and procedures
- A presentation by the Marketing and Student Engagement Manager which provides students with information in relation to student support services and how to access these services
- A presentation by the Librarian on academic integrity, library resources and academic support services
- A presentation by the General Manager including information in relation to:
 - Work Health and Safety requirements and processes
 - Expectations, standards and procedures in relation to the Code of Conduct, sexual assault and sexual harassment, equity and diversity, critical incidents and student welfare and counselling support

- A interactive session conducted by the General Manager for IT induction
- A tour of the campus
- An introduction to academic and administration staff.

An additional orientation is held specifically for international students, in line with Standard 6 of the National Code 2018, which focuses on international student needs. This orientation includes, but is not necessarily limited to information in relation to:

- Social and cultural norms in Australia
- Personal safety
- Emergency services
- Study Adelaide contact details for access to:
 - International Student Groups
 - Resources and services
- Access to support services for English language support.

Where specific orientation requirements are identified for an individual student or a cohort of students, an additional orientation session will be developed and delivered to the identified individual or cohort. These specific requirements may be relevant to a students or students that are Aboriginal or Torres Strait Islander people and/or a member(s) of a minority or disadvantaged group.

IMPLEMENTATION AND MONITORING

The Marketing and Student Engagement Manager is responsible for the implementation and monitoring of the *Orientation Procedures*.

POLICY REVIEW

The ACC's *Orientation Policy* is normally reviewed every three years.

It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined the Board of Directors and/or Academic Board.

RELATED DOCUMENTS

- Orientation Procedures
- Student Support Policy.

VERSION CONTROL

Document: A019 Orientation Policy		
Responsible Officer: Marketing and Student Engagement Manager		
Initially Approved by: Board of Directors		
Reviewed and endorsed by: LTC		Date: 5 July 2023
Reviewed and approved by: Academic Board		Date: 19 July 2023
HESF	1.3 Orientation and Progression	1.3.1 1.3.6
Version: V1.0	Replaces Version(s): N/A	Next Review: July 2026
Nature of Change	<p>Initially approved as part of the Recruitment, Admission and Orientation Policy and Procedure</p> <p>July 2023</p> <ul style="list-style-type: none"> • Created as a separate Policy to the Recruitment, Admission and Orientation Policy • Review to align with Orientation Policy • Assign approval authority to the Board of Directors • Inclusion of more specific information of items included in orientation for international students • Note that additional specific orientation will be provided as identified to individual or cohorts of students • Inclusion of the Implementation and Monitoring, Review and Related Documents sections to reflect the standard format • Include the HESF reference in the Version Control table. 	