

ORIENTATION

Procedure

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.

SCOPE

These Procedures apply to all students enrolled within the ACC.

PURPOSE

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

PROCEDURES

The Marketing and Student Engagement Manager is responsible to determine the date and timing of the orientation session/s immediately prior to the commencement of the study period for new students.

The orientation program consists of both an on campus component and an orientation camp. The on campus component includes the following:

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

At a minimum, the orientation camp for all students includes:

- A presentation by the President with an introduction to chiropractic practice and the College
- Presentation(s) from practising Chiropractors in relation to Chiropractic history, philosophy, structure of the profession and engagement of the profession with the communities in which they operate
- Team building activities.

The date and time of the orientation program is advised to students in the Enrolment Pack.

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.

During the orientation program, ACC staff will meet with each new student to develop an understanding of the student's motivations and goals and for the student to have an opportunity to ask questions or seek more information about the program.

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 Procedures* 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 Policy
- Student Support Policy.

VERSION CONTROL

Document: A019P Orientation Procedures		
Responsible Officer: Marketing and Student Engagement Manager		
Initially Approved by: General Manager		Date: 8 July 2022
Reviewed and approved by: General Manager		Date: 25 July 2022
Version: V2.0	Replaces Version(s): V1.0	Next Review: July 2026
Nature of Change	<p>Initially approved as part of the Recruitment, Admission and Orientation Policy and Procedure</p> <p>July 2022:</p> <ul style="list-style-type: none"> • Create as a procedure separate to the Recruitment, Admission and Orientation Policy. <p>July 2023</p> <ul style="list-style-type: none"> • Review to align with Orientation Policy • Inclusion of more specific information on orientation procedures 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. 	