



IVET Institute RTO 40548
IVET Trades RTO 32275

Student Orientation 2021

STUDENT ORIENTATION

Welcome to the IVET Group, we are excited to have you onboard! Prior to starting your course, you are required to complete the student induction (below). The following information is provided for you via the IVET website, the student handbook, and the relevant course flyer. If you require any further information please do not hesitate to discuss concerns with your teacher, school or contact IVET directly.

Student Declaration

I agree to read all required information prior to commencing my course. I agree that if I am unsure of anything I will speak to my teacher and/or the IVET Group before completing this checklist.

Student Name _____ Date _____

I understand that I am enrolling into my course through the IVET Institute or IVET Trades (Registered Training Organisations) and that the course will be delivered by my teacher at my school on behalf of IVET.

I understand that any fees for my course must be paid directly to my school. I can speak to my school if I have any questions and/or concerns.

I understand that I can apply for Credit transfer from previous studies I have successfully completed. I am aware I need to speak to my teacher about this option.

I know the duration, study expectations and how many units I must complete as part of my course.

I have been provided, have read and understand all information including the student code of conduct within the Student Handbook and agree to abide by these.

I understand that my school and IVET have support services available to support me and I can access these at any stage.

I understand my right to be treated fairly and equally and not discriminated against during my period of enrolment.

I understand that I can see my course progress on the IVET portal, and I can speak directly to my teacher or IVET if I have any concerns or questions.

I understand that all assessment work is competency based. My assessment will be assessed as either competent or not yet competent and my teacher will provide feedback where necessary. I can resubmit my assessment if required.

I understand that if there are any changes regarding my course or IVET Institute or IVET Trades as an RTO, IVET will contact me directly regarding these changes.

I understand I must keep my personal details updated with IVET to ensure I receive any up-to-date information.

I understand that if I do not wish to proceed with my course, I must speak directly to my school about withdrawing and adhere to my school's refund policy and procedure.

I understand that if I wish to raise a complaint about any part of my course, I can contact the IVET Group directly on admin@ivet.edu.au who will investigate the complaint.

I understand that I can appeal any decision made on my complaint raised, and if not resolved I can contact the Australian Skills Quality Authority for further support.

I agree to receive information on educational pathways post-secondary education and can unsubscribe to these at a stage by emailing IVET on (admin@ivet.edu.au).

I understand that my academic records will be kept for 30 years and I can access these records at any time by emailing IVET at admin@ivet.edu.au.

I understand that should my school or IVET cease to exist, I will be given the opportunity to complete this course through another RTO.