UTA INSTITUTE OF TECHNOLOGY

Student Orientation Checklist

Student administration | Fillable form

Complete this checklist with a UTAIT staff member during orientation. Tick topics explained or completed. Record any outstanding item and arrange follow-up. Submit the signed record to Student Administration.

1 Student and course details

Student full name

Student ID

Date of birth (DD/MM/YYYY)

Phone / mobile

Email address

Course code and title

Student category

Domestic International

Course start date

Current course end date

Orientation date / session

Staff member / position

Term / intake

Campus / delivery location

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2 Timetable and training plan

Term / period	Scheduled class days	Scheduled class times

3 Orientation topics and student information

Tick each item explained or provided

- ☐ Welcome, college contacts and facilities tour
- ☐ Student behaviour, respect and personal safety
- ☐ Training plan, duration and delivery locations
- ☐ Complaints, appeals and independent review
- ☐ Privacy and updating contact / emergency details
- ☐ Wellbeing support, emergency services and critical incidents
- ☐ Credit transfer / RPL opportunities
- ☐ Employment rights and Fair Work information
- ☐ Student Handbook and how to find policy updates
- ☐ Attendance and course-progress requirements
- ☐ Timetable and assessment / reassessment process
- ☐ Fees, payment plan, refunds and Written Agreement
- ☐ Learning, LLN, digital and disability support
- ☐ Workplace safety, PPE and workshop induction
- ☐ International student visa obligations / OSHC (if applicable)
- ☐ International student transfer rules (if applicable)

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4 Documents, access and resources

Tick completed / issued items

- ☐ Student Handbook access
- ☐ Current class schedule
- ☐ Student ID / access arrangements
- ☐ Uniform / PPE / equipment as applicable
- ☐ Individual training plan
- ☐ Signed Written Agreement / fee information
- ☐ Learning resources / textbooks
- ☐ Support contacts and referral information

5 Outstanding items and follow-up

Item / action still required	Responsible person	Due date / completion

Framework: RTO 2025 Standard for Registered Training Organisation; Education Services for Overseas Students Act 2000 (as amended); National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 6 where applicable.

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6 Student declaration

I confirm that the information supplied is accurate to the best of my knowledge and that the attached documents are genuine. I attended orientation and understand how to obtain support and current course / policy information. Any items not yet received are recorded above. I understand where to find my training plan, class schedule and Student Handbook.

UTAIT uses this information to administer enrolment, training and support. It is handled under UTAIT's Privacy Policy and disclosed only with authority or as required by law. Contact Student Administration to request access or correction.

Confirm before signing

☐ I have read and confirm the declaration above.

Student signature / typed full name

Date (DD/MM/YYYY)

For paper submission, sign by hand. For electronic submission, type your full name and tick the declaration. Keep a saved copy.

7 Office use only

Orientation status

○ Complete ○ Follow-up required

Staff signature / typed name

Date

Approved training commencement date

Student file / SMS updated: date / initials