

## Student Induction and Orientation Checklist

It is a requirement of Sherwood Institute of Australia that you review the articles listed below and certify that you agree on all the terms and conditions stipulated by the institution.

It is the responsibility of the trainer to ensure the induction can take place including arranging the necessary resources and organizing meetings. It is the responsibility of the new student to complete the checklist before the training commences. The admin staffs will be available to support the student to complete the checklist and answer any questions.

Student's name: \_\_\_\_\_ Start date: \_\_\_\_\_

Tick the boxes to indicate the areas/policy documents you have read, understood and provided.

- Provided your student valid id's
- Provided your Residential Proof
- Provided your Stat Declaration
- USI verified and accepted
- Read the [Student Handbook](#)
- Read Course completion policy
- Read the Issuance of qualification policy
- Read the [Complaints and Appeals Form](#)
- Review the [Fees and Charges Policy and Procedure](#) (found on the website)
- Review the [Course details and duration](#) (of the learner's preferred course stipulated on our website)

Please fill the statement below as your proof of affirmation.

I \_\_\_\_\_ certify that I have read and understood and complied the preceding topics of Sherwood Institute of Australia's Orientation Checklist in preparation of my training.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_