



## ORIENTATION POLICY

<b>Authorised By:</b>	Academic Board	Revision: 1.5
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<b>Related Documents:</b>	Nil	
<b>Responsible Officer:</b>	Registrar	
<b>Review:</b>	Student Success and Retention Committee	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

### 1. Overview

The purpose of this policy is to outline the requirements regarding orientation for all students, regardless of study mode or campus location.

### 2. Scope and Applications

This policy covers all commencing students of Tabor.

### 3. Policy Principles

- 3.1. Tabor provides a structured and tailored course of orientation to support new students to become familiar with the tertiary environment and the skills and knowledge needed to succeed.
- 3.2. New students to Tabor benefit from opportunities to become familiar with the tertiary environment including the academic and support services provided by the College.
- 3.3. The HESF recognises that a tailored program of orientation is essential for student's successful transition into study (HESF 1.3.1)

### 4. Procedures

- 4.1. All commencing students, regardless of study mode or campus location, will be enrolled into Tabor's online orientation course, "Introduction to Tabor Online", which is designed to familiarise students with the key aspects of the learning context and introduce College services.
- 4.2. "Introduction to Tabor Online" will allow students to;
  - 4.2.1. Be introduced to, and become familiar with, Tabor's Learning Management System, Tabor Online (which uses the Moodle platform).
  - 4.2.2. Familiarise themselves with academic and support services that will assist with the development of successful study and learning habits
  - 4.2.3. Develop a sense of belonging to the College
  - 4.2.4. Familiarise themselves with administrative and academic processes and policies.

**Please take note:** Once PRINTED, this is an UNCONTROLLED DOCUMENT. The current version of this document is kept on the Tabor Policy Repository.

- 4.3. "Introduction to Tabor Online" provides online students with all the information they need to be successful in their studies.
- 4.4. A face-to-face Orientation session will be held on each campus in the week prior to the start of each semester for campus specific information, including the campus environment and services.

## **5. Definitions**

See [Global Definitions](#)

## **6. Communication / Training**

- 6.1. This policy statement will be available to all staff, volunteers, students and persons seeking to enrol as students at Tabor. The policy will be made available on the Tabor website ( <http://tabor.edu.au/>).
- 6.2. All staff will be expected to comply with this policy and associated procedures in relation to all aspects of Tabor's operations.
- 6.3. Staff with designated special responsibilities will be given appropriate training, guidelines and professional development opportunities in relation to their roles and responsibilities.