



Macarthur Community College Inc  
RTO ID 6860

POLICY			
<b>Title</b>	Orientation		
<b>Purpose</b> Describe policy intent	To outline the orientation process for all staff, Tutors and Course Coordinators, Council Board Members		
<b>Scope</b> List who this policy and procedure applies to	All staff Tutors Course coordinators		
<b>References and legislation</b>	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Work Health and Safety Act 2011		
<b>Definitions</b>	Orientation to induct an employee into the workplace practices including policies and procedures		
<b>Policy</b>	The College upon recruitment or contract of staff, contractors and Course Coordinators induct them into the College policies and procedures. All new College Board members will be provided with copy of all College policies and procedures.		
<b>Relevant documentation</b>	Tutor Handbook Electronic copy of policies and procedures VET Tutor Orientation		
<b>Communication and support for staff</b>	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request		
<b>Procedure</b>	VET Tutor Orientation		
<b>Review date</b>	March 2016		
<b>Mapping to Standards for RTOs</b>	8.6		
<b>Version and Date issued</b>	Version	1	Date issued 01/4/15
<b>Developed By</b>	VET Manager		
<b>Approved by</b>	Principal		

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