



QUALITY TIP

Course Orientation Checklist

The Course Orientation Checklist ([CF003F1](#)) needs to be completed by each group of students as they commence a new qualification. It is used for students involved in face to face delivery and is not applicable to distance based students (flexible or online) or trainees. Apprentices should complete the course orientation checklist upon commencement of their first block of training /assessment that occurs on campus.

The students must sign to say they participated in all parts of the orientation (this involves two signatures from each student).

Where a student is away at the time the orientation is conducted they must still be given all parts of the orientation. They must then sign both parts of the orientation checklist confirming this participation.