



Version:	2017 V2
Date of Issue:	OCT 2017
Student Category:	INT

VIMT Orientation & Induction Process Checklist

You are at Level 2/376
Victoria St, North

Please put
a 'tick' in
each box
as the
step is
completed

Go to the First Floor -
Reception

Contact Person

Step 1

Student submits:

1. Completed enrolment acceptance agreement
2. Copy of eCOE created by VIMT
3. Completed Personal Identification form
4. Two passport size photos- one each for Student ID and for placing in student file
5. Student Record of Interview (if required-see student handbook)
6. Originals of all the following documents:
 - a. Overseas Academic Documentation
 - b. Australian Academic Documentation
 - c. Passport with Visa details
 - d. IELTS certificate or equivalent
 - e. Release letter from previous education provider (where applicable)

Reception (Student
Administration)

Step 2

Student will be given:

1. Photo ID card
2. Copy of eCOE
3. Orientation Pack with Student Handbook
4. Timetable and Training Plan
5. Receipt for initial fee payment
6. Fee payment plan (where required)
7. Orientation time allocation

Finance and
Administration Staff

Step 3

Go to orientation session:

1. Study program is explained
2. Local services are detailed
3. Policies and Procedures explained
4. Tour of College Facilities

Training Coordinator,
Class Trainers &
Assessors



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VIMT Orientation & Induction Process Checklist

List of documents to be sighted by or provided to student at the time of enrolment

- Enrolment acceptance agreement including terms of enrolment
- Personal Identification form
- Student handbook (Includes information for International Students, student policies, responsibilities and procedures)
- Receipt for Initial fee Payment
- Payment Plan (where required)
- Class Timetable and Training Plan
- Student Photo ID card
- College Information provided on www.vimt.edu.au

List of Orientation Activities undertaken:

- Welcome address by the CEO and Training Coordinator
- Introduction to key student support and training staff
- Explanation of student relevant policies and procedures, including assessment information
- Tour of campus including classrooms, computer lab, toilets and recreation areas, OH&S and Fire Evacuation Procedures
- Explanation of public transport, local car parking, local area amenities

Student acknowledgement that all of the above has been completed

Student name:

Student's Signature

Date: