



*This checklist is a guide for all participant course inductions. Under the requirements of the Australian Quality Training Framework (AQTF), all participants are required to receive this information so that they may make an informed decision about their participation in the course.*

Induction Topic	Description
<input type="checkbox"/> Emergency Procedures	What is the emergency evacuation procedure? Where are the fire exits, assembly area etc.
<input type="checkbox"/> Facilities	What facilities are available at the venue and where are they located? E.g. toilets, kitchen, first aid room
<input type="checkbox"/> Pre-requisites	What are the course pre-requisites and do all participants hold them?
<input type="checkbox"/> Course Costs	Total course fees, manual/workbook cost, certificate cost, re-printing certificate cost
<input type="checkbox"/> Academy Handbook	The Academy Handbook is a summary of the SOPS (Training Division) and is available for participants to access (a copy should be carried by the Trainer/Assessor/ Facilitator).
<input type="checkbox"/> Academy Policies	<p>The following policies that are included in the Academy Handbook should be briefly highlighted:</p> <ul style="list-style-type: none"> <li>• <b>Participant Code of Conduct</b> – outlines participant responsibilities</li> <li>• <b>Grievance and Appeals</b> – participants have the right to make a complaint or appeal an assessment decision. Describe how participants can initiate this process</li> <li>• <b>Access &amp; Equity</b> – Request participants inform you if they have additional learning needs, such as literacy difficulties, visual impairment. SLS will make attempts to cater for all learning needs and support services are available</li> <li>• <b>Assessment &amp; RPL</b> – Conducted in accordance with the Assessment &amp; RPL policies. Describe RPL, that it is available to participants &amp; how to apply</li> <li>• <b>Anti-Discrimination/Harassment</b> – Policy in place, this behaviour will not be tolerated by participants or SLS personnel. Participants should discuss with Trainer/Assessor/Facilitator, Chief Training Officer or Commercial Training &amp; Education Manager (where relevant)</li> <li>• <b>OH&amp;S</b> – Everyone is responsible for following safe practices, incident reporting</li> <li>• <b>Branch/Club policies</b> – where relevant e.g. attendance requirements</li> </ul>
<input type="checkbox"/> Course Outcomes	Does the course lead to a nationally recognised qualification / unit(s) of competency? What are they? What SLSA award and job functions will the course lead to?
<input type="checkbox"/> Course Duration	How long will the course take to complete? How many and how long are the breaks? When will the assessment occur?
<input type="checkbox"/> Course Overview	What topics will be covered, what will participants learn?
<input type="checkbox"/> Training Methods	What kind of training will be involved? E.g. face-to-face workshops, discussions, workbook activities, practical activities.
<input type="checkbox"/> Assessment Methods	How will participants be assessed? E.g. practical demonstration of skills, written paper, oral questioning.
<input type="checkbox"/> Participant Feedback Opportunities	Participants can provide feedback any time or on the Participant Evaluation of Course Form at the end of their course. Be sure to clarify the rating scale to ensure feedback is valuable