



## Student Orientation Policy and Procedure (ELICOS)

### Purpose

SELC provides a comprehensive orientation for students, as required under Standard 6 Student Support Services, of the National Code of Practice 2018. The SELC ELICOS student orientation, is designed to support students in adjusting to study and life in Australia, to achieve their learning goals and outline the specific requirements to maintain satisfactory course progress and comply with conditions of their student visa.

### Student Orientation

SELC ELICOS students undertake a full orientation session, on the day of course commencement. The orientation is age and culturally appropriate, including but not limited to the following:

Upon arrival student's names are checked off the list and their photo is taken for database upload and SELC Student card issue.

- Welcome & introduction to courses available at SELC.
- Timetable of the day's proceedings
- Placement test including speaking interview. At the test stage we gather personal information such as email addresses, phone numbers and addresses as well as Emergency contact numbers.

After a 30-minute break students are given a 30-minute Orientation, which consists of a PowerPoint presentation informing the students of:

- Class hours, including evening and part-time students, with break-times
- Information on Wednesday electives (for higher levels)
- Optional Tutorials available Mon-Thurs
- Facilities available at SELC Bondi Junction
- Resources available at SELC Bondi Junction
- Course books which are provided
- Self-Study areas & saving of documents
- School's policy on attendance and punctuality
- Student visa holder requirements
- Health cover
- SELC student card
- Support Services at SELC: who to see for what
- English Only policy
- No smoking laws in Australia
- Emergency procedures
- Certificates issued on leaving
- Procedure for first day of class (if in Wk1 of new Term)

The Orientation is followed by a 15-minute Surf Safety talk.

Students are then given a tour of the school and if staying in a SELC Homestay or in SELC Bondi Lodge return to the common area for a talk about living with a family or at the Lodge.

See Appendix 1 for outline of day 1.

## Appendix 1

Supervisors of whole day: **Petra, Grace, Kat & Sandra**

### ⊕ Marking Room: 5

TIME	DUTY	WHO	NOTES
7.45	Coffee in café	<b>Bert &amp; Christian</b>	Café
7.45	Greeting/Guiding	<b>Kylie &amp; Kathy</b> (pls record arrivals on list)	
8.00	Setting up of testing rooms and invigilation of tests	Invigilators: <b><u>Pls put enough tables &amp; chairs for 25 sts. in each room</u></b> <b>Claire &amp; Bert</b> Room 7A/B <b>Kylie &amp; Bert</b> Room 3&4 <b>Christian &amp; Gabrielle</b> Room 8A/B <b>Interviewers can leave when interviews start.</b>	Please read <b>NEW</b> invigilation notes and <b>remember to re-arrange tables &amp; chairs after testing.</b>
8.30	Introduction / Welcome in the student room	<b>Petra et al</b> <b>Student Room</b>  <b>All teachers doing speaking interviews need to come to this!</b>	Intro to courses: <b>GE: Petra</b> <b>Camb: Petra</b> <b>Café: Christian</b>
8.50	Test invigilators take students to testing rooms and supervise test	<b>Invigilators (as above)</b> <ul style="list-style-type: none"> <li>• <b>ss</b> fill out personal info and waiver forms</li> <li>• Invigilator explains test procedure</li> <li>• 9am Invig explains Listening test procedure</li> <li>• 9.25am reading/writing/grammar &amp; speaking interviews</li> <li>• Remind <b>ss</b> to return to Student room &amp; 11am</li> </ul>	
9.00	Speaking interviews	<b>Bert</b> Bert's office <b>Kathy</b> Room 1 <b>Christian</b> Room 10 <b>Kat</b> Room 6 <b>Petra</b> P's office	Please read the <b>NEW</b> interview procedures <b>CAREFULLY</b> and follow those procedures
11.00	Writing Correction	<b>Claire &amp; Christian</b>	Rm 5
11.00	Orientation	<b>Petra &amp; Grace</b>	Student Room
11.30	Surf Talk	<b>Christian</b>	Student Room
11.45	Guided tours of SELC	<b>Kylie, Bert, Christian &amp; Kathy</b> <b>(a photo will be taken at Reception of your group)</b> <b>PLEASE REMIND STUDENTS IN HOMESTAY OR SELC LODGE TO RETURN TO THE STUDENT ROOM</b>	
12.00	Homestay & Lodge Meeting	<b>Jackie</b>	Student Room
8.30-12.00	Teaching:	<b>Grammar:</b> Room 15 <b>Beatrice</b> <b>Convo:</b> Room 16 <b>Gabil</b>	