



LYNEX HEALTH CARE & TRAINING SERVICES

RTO No 21018

Orientation Information/Induction Checklist

The following information must be provided to clients prior to course commencement.
Please ask questions to seek clarification on any items.

1. Introduction to the RTO
2. Staff contacts and housekeeping
3. Credit Transfer
4. Language, Literacy and Numeracy
5. Training guarantee
6. Training and assessment process
7. Support services and contacts
8. Client feedback
9. Certificates
10. Code of conduct
11. Workplace Health and Safety
12. Client safety
13. Monitoring course progress
14. Attendance
15. Equal opportunities
16. Privacy
17. Access to records
18. Academic misconduct
19. Complaints and appeals
20. Course information
21. Course cancellation terms

I acknowledge that I have been provided with information relating to the above items and that I understand the information.

Name:

Signature:

Date: / /