

ACOT Induction Process

You are at 859 High St.

Go to the Ground Floor - Reception

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

Step 1

Student submits:

1. Completed enrolment acceptance agreement
2. copy of eCOE created by ACOT
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)
 - f. Overseas student Health Insurance

Contact Person

Reception/Student Administration

Step 2

Student will be given:

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

Student Administration/ Finance

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

Trainer & Assessor

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.acot.vic.edu.au

List of Orientation Activities undertaken:

- Introduction to key student support and training staff
- Explanation of student policies and procedures, including assessment information
- Tour of campus including classrooms, kitchens, toilets and recreation areas, OH & S, Fire Evacuation
- 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: