



OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0604.03
Title:	Orientation and Induction for Learners	
Classification:	Customers	
Chief Executive Approval:	Effective Date: 1 November 2018	Review Date: 1 October 2021
Previous Policy No:	n/a	Status: Current
Contact Authority:	Deputy Chief Executive Learner Experience and/or Director Learner Services	

Purpose

To outline the objectives of the Otago Polytechnic orientation and induction programme for learners.

Orientation is concerned with familiarising learners with their new learning environment and involves meeting people and communicating helpful information such as where essential services are located.

Induction incorporates orientation but is concerned with preparing learners to cope with learning at a tertiary level and is about ensuring that learners have the skills and knowledge to be successful in their chosen programme.

Specific programme induction including Occupation Health and Safety, Emergency Procedures, and induction for distance and blended learning programmes, are carried out at course/programme level.

Statutory Compliance

The Education (Pastoral Care of International Learners) Code of Practice 2016
<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>

Guidelines for the Education (Pastoral Care of International Learners) Code of Practice 2016 – Tertiary <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/tertiary-guidelines-code-of-practice.pdf>

NZQA rules and guidelines www.nzqa.govt.nz

Policy

1. Orientation and induction will be available to all learners enrolling at Otago Polytechnic for the first time in all programmes/courses (at Otago Polytechnic), with the exception of OSTC learners who are secondary school learners and have a separate induction process.
2. An induction programme will also be available to distance learners and those learners starting outside the usual times. It will be accessible through the Student Portal on the Website and will cover aspects incorporated in the campus programme. This information will also be available on current learning management systems.
3. Within the first three week period of classes starting all schools/colleges will initiate/participate in an induction seminar that will be presented by Learner Services and Otago Polytechnic Students' Association.
4. Learners will be provided with an accurate overview of their programme of learning so that they can form realistic expectations of it.
5. Learners will be informed of the expectations placed on them as learners within their programme.
6. Learners will be assisted to identify their learning style(s) to increase their personal learning effectiveness.
7. Opportunities for improving effectiveness as learners will be available and will include the importance and relevance of personal goal setting and motivation.
8. Learners will be given the opportunity to confirm whether their current path of study aligns with their future aspirations.



9. Learners will be introduced to the campus and to the range of services that are available to support them in their learning.
10. Learners will be given the opportunity to meet other learners at a personal level which will include activities and entertainment to promote social interaction. These will be offered by Otago Polytechnic Students' Association and the polytechnic.
11. Opportunities will be provided for learners to be oriented to the skills/competencies required to use the technologies at Otago Polytechnic.
12. Opportunities will be provided to assist learners to resolve administrative issues such as enrolment and finances.
13. Specific information and activities will be offered to Pacific Island learners, Māori learners, International learners and learners with disabilities.
14. All learners will have health and safety induction and training at programme level relevant to the hazards in their work areas, as per *MP0402 Health and Safety Induction and Training*.
15. Emergency and evacuations procedures will be outlined on day one of each programme by school/college staff.

Referral AP0605 Learner Support
Documents MP0402 Health and Safety Induction and Training

Approved by Chief Executive
Date: 1 November 2018

