Orientation Policy

Colleges of Business and Technology (WA) Pty Ltd
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Document

Document Name	Orientation Policy
Brief Description	This Policy provides an overview of Orientation at Curtin College
Responsibility	College Director and Principal
Initial Issue Date	2/2/2026
Authorising Body	College Leadership Team

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
2/2/2026	1.0	This policy has been newly created to serve as an overarching governance document for Orientation activities.	Quality and Compliance Manager

Related Documents

Name	Location
Enrolment Policy	Website

Contents

1 Purpose and Scope

1.1. Introduction

This Orientation Policy sets out the approach of Curtin College relating to the management of Orientation.

1.2. Purpose

The purpose of this Policy is to outline what Orientation entails at Curit College

1.3. Scope

This Policy applies to Curtin College, Bentley.

2 Policy Statement

Orientation, or O-Week, comprises administrative, academic, and social activities, including presentations, tours, and induction sessions, designed to equip new students with essential information and support for a smooth transition. Its goal is to enable students to settle in quickly and perform at their best.

2.1. Orientation

Orientation is generally held the week just prior to the commencement of academic classes. The specific dates for Orientation will be provided in your Letter of Offer and can also be accessed under Important Dates on the College's website.

Students arriving from overseas who are unable to attend the scheduled Orientation will be required to attend a Late Arrivals Orientation. This session ensures that all students receive the essential information needed to commence their studies successfully.

2.2. Orientation Program

The Orientation Program consists of, but is not limited to, the following elements:

- an introduction to the learning and wider campus environment including (e.g. food outlets, library facilities, Computer labs, bookstore, parking and transport options etc);
- in-depth program information (e.g. program structure, progression requirements, articulation, key dates, key staff, academic culture, policy and procedures, academic integrity and expectations);
- an overview of technology and systems;
- enrolment assistance (e.g. course and timetable selection);
- overview of administrative, academic and welfare support services and key staff;
- information on campus and general security, health and safety guidance and expectations;
- how to get your student ID card;
- information for international students on obtaining Overseas Student Health Cover (OSHC);
- engagement in orientation social events;
- an introduction and assignment to Student Mentors/Mates.

2.3. Compulsory Attendance

All new students are expected to participate in the orientation program. Attendance at the orientation is mandatory, as it provides students with essential information about the academic, administrative, and social support services available through the College, prior to commencing their studies.

3   Responsibilities

- The Academic Director is responsible for the maintenance of this policy, and all aspects of the Orientation.
- The Student and Academic Services Manager is responsible for scheduling and the Orientation Program.
- The Program Managers are responsible for their 'Program' related Orientation.

4   Compliance

4.1. General

The Academic Director will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the Director, Marketing and Admissions, the College website, digital campus, and through communication from Student and Academic Services and Support team.

4.2. Relevant Legislation

Higher Education Standards Framework (2021) - Threshold Standards HES 1.3 Orientation and Progression

National Code for Providers of Education to Overseas Students (2018)

5   Definitions

Refer to the Glossary of Policy Terms on the Curtin College website.

6   Review

This Policy is at least every 2 years or when any changes to the regulatory compliance requirements, legislation, regulation and guidelines.

7   Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Website and Shared Drive	Permanently	Archived once updated or reviewed