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## CAMPUS INDUCTION PROCEDURES

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### Preamble

The ACD as a registered provider of educational courses in both the Vocational Education and Training and Higher Education Sectors must be compliant with the provisions of legislation and standards that regulate these sectors. The ACD recognizes its obligation to offer induction procedures to all faculty, staff and students to introduce them to the Campus and make them aware of the relevant legislation and standards.

### Legislation/Standards

AQTF Standards for Registered Training Organizations  
Higher Education Support Act 2003 and Higher Education Provider Guidelines  
National Protocols for Higher Education Approval Processes  
Training and Skills Development Act 2008

### Delegations

The ACD Board has delegated to the ACD Executive Officer responsibility for ensuring that faculty, staff and students on the Theology Campus are aware of legislation and standards of relevance to the educational providers on the Campus.

### Approvals

This document was approved by the ACD Board/ACD President on December 21 2004 and updated January 2011.

### Associated Documents

ACD Handbook and Campus Orientation Manual

### Procedures

#### 1. Faculty

- 1.1 All faculty of ACD and ATC colleges will be given
  - a) the ACD Handbook and the Campus Orientation Manual;
  - b) the AQTF Standards for Registered Training Organisations;
  - c) Commonwealth Higher Education Provider Guidelines; and
  - d) South Australian Higher Education Registration Requirements.
- 1.2 Each new member of faculty will attend a Theology Campus orientation session at which information on the following will be presented:
  - The responsibilities of the ACD as a provider of theological education under the relevant State and Commonwealth Legislation and associated standards;
  - Governance of the ACD, ATC and the Campus, including lines of authority and indicating staff with responsibilities for compliance with relevant legislation and standards;
  - The relationships between the ACD, the ATC, ATCC, theological colleges and Flinders University;
  - The Adelaide Theological Library;
  - How to access relevant ACD and Flinders University policies and procedures;
  - ACD and Flinders University courses of study in Theology;
  - ACD and Flinders Admission and enrolment procedures;
  - Competency based learning and assessment strategies and higher education learning and assessment strategies;
  - Supervisory arrangements for teachers in VET Certificate and Diploma courses who have not yet completed the AQTF qualification required for teaching in the VET sector;
  - Course review and development - policy and procedures.
- 1.3 The ATC and ACD will arrange four Faculty Days each year at which Faculty will be kept informed of relevant administrative and academic developments and will be given opportunities to contribute to these developments.

#### 2. Staff

- 2.1 All staff of ACD and ATC colleges will be given
  - e) the ACD Handbook and Campus Orientation Manual;
  - f) the AQTF Standards for Registered Training Organisations;
  - g) Commonwealth Higher Education Provider Guidelines; and
  - h) South Australian Higher Education Registration Requirements.
- 2.2 Each new member of staff will attend a Campus orientation session at which information on the following will be presented:
  - The responsibilities of the ACD as a provider of theological education under the relevant State and Commonwealth Legislation and associated standards;
  - Governance of the ACD, ATC and the Campus, including lines of authority and indicating staff with responsibilities for compliance with relevant legislation and standards;
  - The relationships between the ACD, the ATC, ATCC, theological colleges and Flinders University;
  - The Adelaide Theological Library;
  - How to access relevant ACD and Flinders University policies and procedures;
  - ACD and Flinders University courses of study in Theology;
  - ACD and Flinders Admission and enrolment procedures;
  - ACD Fee Policy and FEE-HELP procedures.
- 2.3 The Executive Officer will organise workshops with staff as required to encourage staff contributions to administrative developments and to introduce new developments.

#### 3. Students

- 3.1 New ACD students will be given a copy of the ACD Handbook and Campus Orientation Manual and will be invited to attend a Campus orientation session. New Flinders University students will be given a copy of the Flinders Theology Handbook and Campus Orientation Manual and will be invited to attend a Campus orientation session. The following information will be presented:

- The responsibilities of the ACD and Flinders Theology Department as a provider of theological education under the relevant State and Commonwealth legislation and associated standards;
  - Governance of the ACD, Department of Theology and the Campus, including lines of authority and staff with responsibilities for compliance with relevant legislation and standards;
  - Using the Adelaide Theological Library;
  - How to access ACD and Flinders University policies and procedures;
  - ACD and Flinders University courses of study in Theology;
  - ACD and Flinders Admission and enrolment procedures;
  - Arrangements for International Students (Flinders) as relevant;
  - ACD Fee Policy and FEE-HELP procedures.
- 3.2 Colleges will keep their students informed of administrative and academic developments and information for students on notice boards in colleges, the Library and the ACD Office will be kept up to date.