

Phone Induction

(Tutor Inducting a Student for their Course)

The induction involves tutors contacting their assigned student within a week of the student receiving their course material and induct them, explaining the course protocol and details, as outlined below. We will inform the tutor the student's name, where they live, their contact number and email address, and when they are due to receive their course material.

This phone call should also be used to assess any learning needs your student may have. Be aware when you speak with your student if they are not comprehending your instructions. Prompts to help you assess this are:

- Ask them to repeat a requirement
- Ask them if they have a preferred style of learning
- Ask them how they will stay motivated

These are all questions that are useful for you to be able to assist with providing your student with assessment feedback and learning support.

If any students flag a concern, please email ACSF at Tutor@acsf.com.au to let us know so we're also aware.

The call should last approximately 15-20 minutes and should include the following:

General:

- What is ACSF online learning centre
- What is Student Drop Box
- Passwords for ACSF online for applicable courses
- Who can they contact to ask questions (course = tutor, admin = info@acsf.com.au or 1300 404 305)
- Tips for successfully completing home study courses (e.g. have a realistic routine, find a positive learning space, set goals, make connections)

Modules:

- Download assignment template from the ACSF online learning centre – www.acsfonline.com.au
- Complete assignment and upload to student drop box
- Can submit multiple modules, but it is in students interest to submit no more than 2 at a time, allowing for tutor coaching and feedback
- No plagiarism allowed (be careful of cutting and pasting from internet)
- Tutor have 7 days to mark and return the assignments to the college (per 2 modules)
- Marking structure – **Competent** and **NYC** and resubmission in **blue**

Practical Placement (Cert III and IV – NA for Dip SRM, onsite workshop for Dip Fit):

- 60 hours work experience in a fitness environment split between Cert III and Cert IV (30 hours for each Cert).
- Supervisor must be Cert IV or equivalent above qualified (they must send proof of this with logbook)
- Can be started at any time, but advised to start once they have some understanding of the material

Case Study:

- 3 individuals – friends or family
- Again, good to start once they have some understanding
- Tutor will call the student once the case study is submitted and quiz them on specific areas

First Aid Certificate will need to be attained from an external provider at the student's own cost.

Once the phone induction for a student has been completed, please inform the College in order to be able to charge. If you do not inform the College your invoice cannot be approved.