Student Induction Policy and Procedure

Version V1.3

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1. Purpose

The purpose of the policy is to ensure that student induction is carried out to before the learn starts classes to familiarise themselves with College life and help them to succeed on their chosen course and beyond.

2. Definitions

Abbreviations and Acronyms

UKCBC   UK College of Business and Computing
ACCA   Association of Certified Chartered accountants

Terms

Programme Advisers
The lecturer who is in charge to follow up with the progress of the students in a specific programme. Their responsibilities include reviewing the learner performance across all units taught in a semester and coordinate with student services to ensure timely support to the learner to help them succeed.

Programme Leader
The head of the programme specialization e.g. Business, Computing and IT, Engineering, ACCA, English

Student Services
Student service is the department in UKCBC in charge to provide support for student success while studying at UKCBC.

3. Scope

This policy applies to:
- All new UKCBC students
- UKCBC Assessors
- UKCBC Programme Advisers
- Department Programme Leaders
- Student services

The following are affected by this policy:
- All new UKCBC students
- UKCBC Assessors
- UKCBC Programme Advisers
- Department Programme Leaders
- Student services

The following must understand this policy:
- All new UKCBC students
- UKCBC Administration
- UKCBC Assessors
- UKCBC Programme Advisers
- Department Programme Leaders
- Student services

The Head of Student Services and Program Leaders have the ultimate executive responsibility for the effective development and implementation of this policy.

4. Policy Statement

It is the College policy that all students from a variety of backgrounds, with a wide range of learning experiences are entitled to receive an induction that aims to:

1. Welcome all students as members of the College community
2. to familiarise them with their rights and responsibilities as members of the College community
3. ease the transition to studying in college especially for those students' who have not studied for a while
4. to introduce students to the key personnel who will be teaching and supporting them during their time at the College
5. to introduce students to the skills, knowledge base and demands on their individual programme structures and includes transition between the different levels
6. to enable them to establish good working relationships with their peers, the lecturers and support during their time at the College
7. to familiarise the students with the College facilities and what to expect regarding support
8. to ensure as far as possible that students know how to ensure their own and others health and safety and the security and safe keeping of their property whilst at College
9. to enable understand resources available to all students including library, and online facilities and how to use them appropriately to best effect
10. to enable the students to plan their busy lives so that College and other responsibilities are successfully combined allowing the students to study effectively
11. to enable students to appreciate the nature of the workload related to their chosen course, the structure of its delivery and working environment in which it takes place
12. to take full advantage of the resources and support offered at the College
13. to access the students' learning needs and previous experience so that these can be blended adequately and supported if necessary, according to individual needs
14. to confirm that the course of study upon which they are embarking is the one in which both they and their lecturers consider is suitable and will fulfil their career and progression aspirations.

5. Procedure

Outcomes

The outcomes arising from the induction are that:
1. Students' specific needs and requirements are identified as soon as possible
2. Students obtain guidance and support from Student Services and Lecturers on the first day of Induction
3. Students' transition from previous patterns of work and study is smooth and effective giving students time to plan their study
4. Students are more confident that the course of study that they have selected is the one that will meet their needs and from which they will obtain satisfaction.
5. To make students feel comfortable, welcomed, and made aware of all the help, support and guidance that is offered to them from the outset.

To enable these outcomes to be achieved effectively all students undergo an **Induction Day/Week** which involves the following:
1. The Administration Team will be responsible for scheduling and delivery of the administrative parts of the Induction programme this will take the form of an informative Presentation by Head of Student Services and the academic and student services Team guiding students through the processes, procedures and expectations whilst at UKCBC which is both quantitative and qualitative
2. students will receive information on semester start and end dates for the coming academic year and other important dates including the course timetable
3. students will be introduced to the advice, guidance and support offered at UKCBC

Important Information

Important and essential information is communicated to the students which includes:
1. an introduction into the important key contacts at the College and their roles within it
2. an introduction to the UKCBC policies
3. awareness of Health and Safety which includes fire drill, fire procedures, accidents, and its reporting and who to contact in an emergency
4. Signing of the enrolment form and learning agreement as necessary
5. introduction to the student handbook and explaining its contents
6. provide all students with information packs giving them a reference to which they can refer to at their leisure.
7. Items include, Student Finance information sheet, Safeguarding, Semester Dates, Stationery to get them started, Student Handbook, Evaluation Sheet, An Induction checklist to ensure that all students have understood processes and procedures, Course timetables and any other useful information.

The Academic Team will be responsible for delivering the Academic presentation to the students' this will involve
1. gaining an understanding of the course
2. its delivery and expectations
3. its assessment and the processes and procedures for this
4. its progression routes
5. an introduction to the e-learning platform and all systems and its process
6. lecturer involvement expectations, support and guidance are explained
7. an Academic test is also given to the students' in ascertaining their individual of learning style to aid the level of prior learning

Evaluation of the Induction Programme and its Effectiveness
The effectiveness of the Induction process is assessed and monitored by:
• assessing the course evaluation sheet completed at the end of the Induction process by the students
• annual student surveys
• analysing the effectiveness of the information provided to students at Inductions making amendments to the processes as required
• assessment and analysis by The Academic Dean and Head of Student Services

6. References

Title	Link
All UKCBC student related policies	
Assessment Policy	
Refund Policy	

7. History of Versions

Version Number	Date	Link	Author	Comment or Reason for Modification
1.2	Dec 2019	Previous version	ND	Periodic review and update
1.3	Dec 2021	Previous version	SP	Transferred to new template, and updated the procedure