Procedure 4.6 Student Induction					
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Review No	10	**Next Review Date**	August 2025	**Approved on**	05.09.2024

Procedure Issued : April 2014

Procedure Owner : Principal / CEO

❖ This procedure is shared with our students and/or can be obtained:
- o on our website https://docklandsacademy.co.uk/policies-and-procedures,
- o by emailing us at info@docklandsacademy.co.uk.

❖ Also, our students are informed about the main aspects of the procedure in the Learning Agreement.

❖ The procedure is reviewed and monitored on a regular basis for currency and fitness as part of our Annual 1.9 Policy and Procedures Review.

1. <u>Induction checklist</u>

1.1 This procedure sets out the activities used in constructing the programme for student induction. Induction should be seen as part of the teaching and learning experience of students and, because it is the first activity they will encounter, should be as interesting, exciting and useful as possible.

1.2 In line with the OfS's current advice, we also have a plan for the provision of online replacements for the types of face-to-face support activities we traditionally use during induction week, and student services are ready to scope virtual drop-in sessions allowing students to talk to student services staff, peer guides or academic staff in their subject disciplines.

1.3 There are two types of induction seminars for students: Induction for newcomers at the beginning of Term 1 and Induction Refreshment at the beginning of Term 2 and 3. The content of both differs. While the Induction for newcomers is comprehensive providing all the details students need throughout their student and learner journeys at the Academy, Induction Refreshments revise only the important topics, any changes, new announcements and/or applications.

1.4 The induction for newcomers checklist below is based upon programmes which already operate at the Academy. Teams are expected to implement all these activities and ideas and in addition provide additional activities as required:

❖ ***Welcome by the Principal / CEO***
❖ ***Welcome by the Academic Head***
- o Course details
- o HE related regulations and requirements (of awarding bodies)

- Introduction to the following procedures (briefly) and reminding students to read them thoroughly.
  - 3.1 Teaching Learning and Assessment
  - 3.3 Encouraging Independent Learning
  - 5.4 Arrangements for Student Engagement
  - 5.7 Reviewing Learning Resources
  - 5.1 Student Code of Conduct
  - 2.1 Academic Misconduct
  - 2.8 Plagiarism
- Progression pathways (Academic & Career)
- Aiming high grades & academic standards beyond the threshold level
- Introduction to study skills (overview of required academic skills to succeed, which will be covered via webinars and directed studies in detail especially during Term 1)
  - essay writing
  - note-taking
  - referencing & Citation
  - effective presentation skills
  - writing reflective practice logs
  - time management
  - paraphrasing

- ***Welcome by the Head of Academic Administration***
- Introduction to the following procedures and documents (briefly) and reminding students to read them thoroughly.
  - Learning Agreement (highlighting important points)
  - Student Terms and Conditions
  - 2.10 Special Circumstances Affecting Study
  - 4.11 Student Protection Plan
  - 4.13 Transfers, Suspensions, Withdrawals, Closure and Change of HE Provision
  - 4.4 Attendance Monitoring
  - 4.7 Student Disciplinary Procedures
  - 2.4 Appeals
  - 2.5 Complaints

- ❖ ***Welcome by the Head of Admissions***
  - Awarding body enrolment procedures
  - Administration procedures
  - 5.5 Library Procedures

- ❖ ***Welcome by the Welfare Officer***
  - Student Welfare Officer's role
  - Introduction to the student social programmes
  - Introduction to the following procedures (briefly) and reminding students to read them thoroughly.
    - 5.2 Welfare Services and Pastoral Care
    - 5.3 Equality, Diversity and Special Needs
    - The Academy's Zero Tolerance approach to unreasonable behaviour
    - 6.15 Safeguarding
    - 6.16 Prevent Duty (Racist, Discriminatory, Abusive and Extremist Behaviour)
    - 9.5 First Aid and Accident Reporting

- ❖ ***Welcome by Head of Finance***
  - Introduction to the following procedures (briefly) and reminding students to read them thoroughly.
    - 4.10 Refund of Tuition Fees and Compensation
    - 4.14 Fees Charges and Financial Support

- ❖ *Welcome by the IT Manager*
  - o Introduction to Online Systems including but not limited to VLE, Bromcom, Teams, Outlook.
  - o Introduction to IT facilities

- ❖ *Welcome by the Library Officer*
  - o Introduction to Library Services

- ❖ *Tour of the campus*

2. <u>Recording and Evaluating Induction</u>

All students who have participated in the induction programme should sign an <u>*Induction Declaration Form*</u> to confirm (**Appendix 16 in DAL Procedure 4.1 Student Enrolment and Selection)** that they have attended the programme and that they understand the information which has been provided. They should also fill in an online <u>*Induction Survey*</u> where they evaluate and comment formally on the usefulness of the process as an introduction to their time of study at the Academy.

3. <u>Related Documents</u>

3.1 Policies
- **2** Academic Management
- **4** Admissions
- **5** Student Support, Engagement and Learning Resources
- **7** Information

3.2 Procedures
- **1.5** Equal Opportunities
- **1.7** Data Protection
- **1.9** Review and Revision of Policies and Procedures
- **2.4** Appeals
- **2.5** Complaints
- **2.10** Special Circumstances Affecting Study
- **2.11** Pearson Registration
- **3.6** Internal Verification
- **4.1** Student Enrolment and Selection
- **4.3** Recognition of Prior Learning (RPL)
- **4.4** Attendance Monitoring
- **4.7** Student Disciplinary Procedures
- **4.10** Refund of Tuition Fees and Compensation
- **4.11** Student Protection Plan
- **4.12** Consent from Parents or Guardians
- **4.13** Transfers, Suspensions, Withdrawals, Closure and Change of HE Provision
- **4.14** Fees Charges and Financial Support
- **5.1** Student Code of Conduct
- **5.2** Welfare Services and Pastoral Care
- **5.3** Equality, Diversity and Special Needs
- **5.4** Arrangements for Student Engagement
- **5.5** Library Procedures

- **5.7** Reviewing Learning Resources
- **6.15** Safeguarding
- **6.16** Prevent Duty (Racist, Discriminatory, Abusive and Extremist Behaviour)
- **7.1** Review and Sign off PI
- **7.4** HE Public Information
- **8.3** Links with Other Educational Institutions and Businesses
- **9.5** First Aid and Accident Prevention / Reporting

3.3 Student Terms and Conditions

3.4 External Reference Points

- **Office for Students (OfS) Requirements and Guidance** at *Advice and guidance - Office for Students*
- **UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access*
- **UK Quality Code Advice & Guidance – Concerns, Complaints and Appeals** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/concerns-complaints-and-appeals*
- **UK Quality Code Advice & Guidance – Partnerships** at *https://www.qaa.ac.uk//en/quality-code/advice-and-guidance/partnerships*
- **Higher Education Code of Governance** (Committee of University Chairs, December 2014) at *https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf*
- **Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers** at *https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf*
- **OIA The Good Practice Framework: Handling Students Complaints and Academic Appeals** at *https://www.oiahe.org.uk/media/1859/oia-good-practice-framework.pdf*
- **Pearson Recognition of Prior Learning Policy** at *https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf*
- **Competition and Markets Authority Guidance for HE Providers** at *https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers*
- **UKCISA Code of Ethics** at *https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics*
- **UK Visa & Immigration (UKVI) regulations** at *https://www.gov.uk/government/organisations/uk-visas-and-immigration*
- **Student Loans Company Regulations** at *https://www.gov.uk/government/organisations/student-loans-company*
- **Equality Act – 2010** at *https://www.legislation.gov.uk/ukpga/2010/15/contents*