

| Procedure 4.6 Student induction | | | | | |
|--|-------------|-------------------------|-------------------------------|--------------------|----------------|
| Prepared by | Ian Fleming | Reviewed by | Canan E. Celik Ercan Erkus | Approved by | Canan E. Celik |
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1 Induction checklist

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.

The induction 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 Academic Head
- welcome and course details by Programme Coordinator
- welcome and Academy policies and procedures by the Head of Administration
- welcome by the Welfare Officer
- welcome by Head of Finance
- welcome by Examination Officer
- tour of the campus

Efficient enrolment procedures

- administration procedures
- awarding organisation enrolment procedures
- introduction to relevant Academy procedures including:
 - 2.5 Complaints*
 - 2.10 Special Circumstances Affecting Study*
 - 3.3 Encouraging Independent Learning*
 - 4.4 Attendance Monitoring*
 - 4.7 Student Disciplinary Procedures*
 - 4.8 Racist and Discriminatory behavior*
 - 4.9 Abusive and Extremist Behaviour*
 - 4.11 Student Protection Plan*
 - 5.1 Student Code of Conduct*
 - 5.2 Pastoral Care and CIAG (Careers, Information, Advice and Guidance)*
 - 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

9.5 First Aid and Accident Prevention / Reporting

- The Academy's *Zero Tolerance* approach to unreasonable behaviour

Introduce the concept of student health and welfare

- registration with GP
- pastoral role of tutors: academic progress and subject
- Academic Head's role
- Student Welfare Officer's role

Academic activities to prepare students for their programme of study should include the following:

Virtual Learning Environment (VLE)

- introduction to VLE
- introduction to IT facilities

Study skills

- essay writing getting started
- lectures and note taking
- bibliographies and how to use them
- references and plagiarism
- preparing for a seminar
- writing reflective practice logs
- placement timesheets
- advice about textbooks
- time management
- Heads of Department - introduction and explanation of role
- academic progress - introduction and explanation
- introducing the Information, Advice and Guidance service
- safety procedures and practices linking the induction week programme to the courses which follow.

Social activities

- introducing the student social programmes
- information desk for staff and all students on team

2 Recording and evaluating induction

All students who have participated in the induction programme should sign a declaration to confirm that they have attended the programme and that they understand the information which has been provided. They should also comment formally on the usefulness of the process as an introduction to their time of study at the Academy.