Procedure 4.6 Student Induction					
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Review No	8	**Next Review Date**	August 2023	**Approved on**	28/08/2022

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 on the desktops of all computers in the library on the top floor,
  - 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.   **Induction checklist**

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 have traditionally used 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 each type 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 and course details by Academic Head*
- *welcome and Academy policies and procedures by the Head of Academic Administration and Quality*
- *welcome by the Welfare Officer*
- *welcome by Head of Finance*
- *tour of the campus*

❖ Efficient student enrolment procedures

- *administration procedures*
- *awarding body enrolment procedures*
- *awarding bodies' HE related regulations and requirements*

❖ Introduction to relevant Academy policy and procedures: (Briefly)

- *2.1 Academic Misconduct*
- *2.4 Appeals*
- *2.5 Complaints*
- *2.10 Special Circumstances Affecting Study*
- *3.3 Encouraging Independent Learning*
- *3. Teaching Learning and Assessment*
- *4.4 Attendance Monitoring*
- *4.7 Student Disciplinary Procedures*
- *4.8 Racist and Discriminatory Behaviour*
- *4.9 Abusive and Extremist Behaviour*
- *4.10 Refund of Tuition Fees and Compensation*
- *4.11 Student Protection Plan*
- *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 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
❖ Student Terms and Conditions
❖ Learning Agreement
❖ Student Code of Conduct
❖ 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 and providing the students with their username and passwords*
- *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*
- *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 an *Induction Declaration Form* 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 *Induction Quiz* where they evaluate and comment formally on the usefulness of the process as an introduction to their time of study at the Academy.

3. Related Documents
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*