

## STUDENT INDUCTION POLICY

*It is the policy of The Bournemouth and Poole College that all students are entitled to receive an induction programme that introduces the student to their programme of study and the facilities available to them.*

*The purpose of such a programme is to prepare students for their programme of study and ensure a smooth transition into College life.*

### 1. Induction Objectives

- 1.1 To enable students to familiarise themselves with the College environment.
- 1.2 To enable students to develop a sense of identity within the College community.
- 1.3 To provide an opportunity to build relationships with staff, students and their personal tutor.
- 1.4 To provide a comprehensive explanation of the College's Health & Safety requirements including evacuation procedures.
- 1.5 To raise awareness of College policies and procedures and in particular the policy on Equal Opportunities and Diversity.
- 1.6 To develop an awareness and understanding of the rights and responsibilities of both staff and students.
- 1.7 To assess additional learning needs.
- 1.8 To assess current levels of skills in literacy and numeracy.
- 1.9 To give clear information about methods of learning and assessment procedures.
- 1.10 To determine and confirm a student's individual learning plan.
- 1.11 To enable students to review their progress and manage their transition to their present course.
- 1.12 To enable students to set challenging and realistic targets for the next stage of their development.
- 1.13 To assess a student's preferred learning style.

## 2. Induction Quality Standards

- 2.1 All students full-time and substantial part-time students will participate in an induction programme.
- 2.2 Curriculum and support teams will prepare, agree and deliver an induction programme which, for all students, will include all items on the Induction Checklist.
- 2.3 Induction information contained in the pack will be up-to-date and subject to annual review.
- 2.4 A copy of the agreed induction programme for each course/programme area will be retained by the team on the SAR file and by the Lead Tutor.
- 2.5 The induction programme for all full-time and part-time students will be monitored through the completion of the Induction Checklist by the personal tutor and evaluated through the College Quality Framework.

## 3. The Induction Programme and Procedures

The induction programme and procedures are given below. An abridged version is contained in the Induction Checklist for monitoring purposes.

**Points 3.1 – 3.8 must be covered in week 1.** The remainder need not be completed within the first few days or even the first week, but must be completed within a reasonable time scale (six weeks).

Tutors will:

- 3.1 Explain the College Health and Safety requirements and procedures, including evacuation procedures and an individual's personal responsibility for their own safety and that of others.
- 3.2 Complete initial guidance and enrolment procedures.
- 3.3 Issue the Student Handbook, arrange tours of the site and facilities (to include indication of evacuation routes and assembly points), and a visit to the Fresher's Fair.
- 3.4 Enable the students to get to know one another through ice-breaker and teambuilding activities.
- 3.5 Explain and arrange the initial assessment of students' levels of literacy and numeracy.
- 3.6 Assess students' preferred styles of learning.
- 3.7 Explain the role of the tutor and issue a calendar of tutorial activities.
- 3.8 Explain the arrangements for reporting absence, contact with parents or employers, making complaints and the College punctuality and attendance policy standards.
- 3.9 Arrange any learning support that may be required, identified in 3.5 above, as soon as possible.

- 3.10 Issue the programme handbook or course information sheets giving details of the structure, content and learning outcomes, the staff involved, assessment procedures, exam schedules, completion dates and appeals, the course calendar, internal and external examinations, review periods, reporting achievement and parents' evenings.
- 3.11 Explain major College policy documents: The Student Charter, The Student Agreement, the Disciplinary Procedure and the Equal Opportunities and Diversity Policy.
- 3.12 Arrange for Student Services, SAC and LRC inductions.
- 3.13 Arrange for the election of Student Representatives for each group.
- 3.14 Complete the Student Profile (ILP) confirming the student's choice of course and enrichment activities. Establish targets and review dates.
- 3.15 Arrange for the receipt of reports on attendance, punctuality and academic progress from subject lecturers.
- 3.16 Identify as early as possible "at risk" students and refer for support as required. Progress to be monitored and reviewed.
- 3.17 Complete a First Month Checklist with student and establish firm targets and individual action plans that can be agreed and renewed as necessary.
- 3.18 Circulate Progress Reviews to subject lecturers.
- 3.19 Complete and send out "Settling In Report" to parents.
- 3.20 Demonstrate or explain a student's entitlement to access a range of course-specific resources on the College Virtual Learning Environment.
- 3.21 Evaluate induction activities.

**Signed:**

**Date:**

**Designation:** Chair of the Teaching & Learning Group, sub-group of the Academic Board

**Policy Ref/Version No:** SC05/V5

This policy is to be reviewed by the Teaching & Learning Group and ratified by Academic Board by September 2009.