Student's Induction Programme

Acculearn Training Limited

T/A

Cranbrook College

Reviewed: May 2022

1: Introduction

Student induction is the initial stage of the guidance and support services which are provided to students from before they enter Training Centre and continue throughout their course and beyond. It is Training Centre 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:

- Establish students as part of the Acculearn Training Community;
- Learn about the services and facilities available to them;
- Introduce students to the skills, knowledge and demands of their course;
- Ensure students are fully aware of centre policies and procedures requirements;
- Provide further information about health & safety, equality and discrimination.

2. Key Principles

It is essential that students are provided with all relevant and current information before and during induction with particular reference to their course. It is also a vital aspect of the induction programme that the range of services on offer are made known to students and that they are made aware of how they can obtain access to these. They should complete their programme of induction considering that it has been well organised and of clear benefit to them.

3. Scope

Induction shall welcome students to the Training Centre, by creating a friendly atmosphere, help familiarise the students with their surroundings and ensure that students are supported to prepare effectively to meet the demands of their chosen course of study.

4: Registration and enrolment

Students may have registered and enrolled before the induction programme begins. If not, all students must provide:

- Passport (must include front cover, passport number, passport expiry date & personal details);
- Visa details;
- Previous Educational certificates including English and Maths;
- Proof of address, proof of employment or unemployment if government funded programme;
- Any other documents necessary for course or funding agencies.

NB. All documents presented must be originals.

5: Further actions

In addition, for each student we must check:

- Application form;
- Individual Learning Agreement;
- Individual Learning Plan;
- Contact details form – complete a new one (NB. we must have an emergency contact in the UK and an email address so set one up if necessary);

Students must then:

- Be issued with unique student number or ID card if possible.

6. Content of Induction Programme

The induction programme will cover: **Student Induction Programme.**

6:1: Introduction

- Welcome to Acculearn Training by the Centre Manager and other senior staff.

6:2: Student Affairs

- Personal contact details;
- Unique student number or ID Cards if possible;
- Academic references;
- 18+ Student Oyster cards;
- Data protection;
- Zero tolerance;
- Security;
- Safe Guarding / PREVENT
- First Aid;
- Welfare support (signposted or referred if staff not qualified to give support);
- Library;
- Support materials.

6.3: Attendance and Compliance

- Individual Learning Agreement;
- Individual Learning Plan;
- 100% attendance expectations;
- Authorised absence;
- Unathorised absence;
- Punctuality;
- Registration requirements;
- Personal details.

6.4 Equal opportunities

- Acculearn Training requirements – anti-discrimination;
- Categories – race, colour, gender etc;
- Applies to staff and students alike.

6.5: Academics

- Attendance and Punctuality;
- Self-study;

- Research;
- Plagiarism and collusion.

Student Induction Programme
- Academic excellence;
- Student Handbook;
- Health & Safety/ Risk Assessment;
- Acculearn Policies & Procedures;
- Safe Guarding/ PREVENT;
- Deadlines;
- Electronic Equipment & the Library;
- Moodle
- Awarding Body and examination registration;
- Academic support.

6.6: Fire/ Emergency Procedures
- What to do if you discover a fire;
- What to do if you hear the alarm;
- Is it really that important?
- Demonstration film and analysis;
- Summary of precautions and actions to take.

7: Arriving at ACCULEARN TRAINING
- Initial Contact;
- Health & Safety Fire Drill;
- Staff support. (Including IAG)

8: Documents and information to be provided
Finally, students must:
- Receive a timetable;
- Receive a delivery schedule;
- Receive a student handbook – online or email it;
- Sign & return the Induction acknowledgement;
- Be made aware of support information and welfare support advice. (signposted or referred if staff not qualified to give support)

9: Course induction
- Introduction to course tutors;
- Timetable and grouping;
- Delivery Schedules;

- Session format;
- Assessment – assignments and presentations.