



Student Induction Policy

September 2023

Version 1.1

Approved by the Board of Governors

Introduction

It is the policy of the UK Business College (UKBC) 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 College induction is to welcome new students and help them to feel part of the College's community. It is also an opportunity to outline the responsibilities that students have as part of this community and to introduce them to the College's facilities and the opportunities available to them studying with UKBC. The purpose of the induction is to prepare students for their programme of study and ensure a smooth transition into College life.

The policy is aligned to the expectations and core practices of the *Revised Quality Code for Higher Education*; particular regard is given to the Code's accompanying guidance themes of:

- I. *Enabling Student Development and Achievement*
- II. *Quality Monitoring and Evaluation*
- III. *Student Engagement*

The policy also takes into account the College's mission and Values:

Our Mission:

- To offer a wide range of courses at undergraduate and post graduate levels
- To build and strengthen our international campuses, offering business and business-related courses to students in their locality.
- To strengthen our relationships with the international communities, who are recently arrived in the UK (e.g. from the middle east and from Asian countries,) to offer business and business-related courses
- To offer practical, continuing, professional and personal development to people already in work in the field of education in the UK
- To offer courses for locally based UK residents in a range of Education related courses from Classroom Practitioners to Education Management
- To offer post graduate courses to prepare leaders in the practice and study of education

Our Values:

- Openness and inclusivity
- Social responsibility
- Democratic values and freedom of expression
- Advancement of education at high standards

The College believes that a strong induction policy will have a positive effect on student retention and achievement. Students who are not quickly integrated academically and socially

are more likely to withdraw in the early stages of the course than students who feel a sense of academic and social belonging.

Every student will be required to read and sign the College's Enrolment Terms and Conditions prior to commencing their induction; the terms and conditions set out clearly the College's expectations of its students, as well as its obligations to them.

Induction Objectives

- To enable students to familiarise themselves with the College environment.
- To provide an opportunity to build relationships with staff, students, and their personal tutor.
- To enable students from non-traditional backgrounds to identify the support they need to develop an understanding of the expectations of academic study
- To provide a comprehensive explanation of the College's Health & Safety requirements including evacuation procedures.
- To raise awareness of College policies and procedures and in particular the policy on Equal Opportunities and Diversity. To develop an awareness and understanding of the rights and responsibilities of both staff and students.
- To assess additional learning needs.
- Expectations of students whilst formally enrolled on a programme of study at the College and the Student Charter
- To give clear information about methods of learning and assessment procedures.
- To enable students to review their progress and manage their transition to their present course.
- To provide students with relevant information and resources such as, handbooks, course timetables and academic calendars and reading lists.
- Students will be given introduction to the course and module structure with a full explanation of the assessment process.
- Introduction the College's VLE and learning resources.
- Introduce the College's Equality and Diversity Policy and Prevent Policy
- Requirements of the awarding body responsible for the course/programme enrolled on

Students will receive an introduction to key staff and their roles:

1. Academic staff
2. Academic Support

3. Student support
4. IT
5. Registry
6. Operations staff

Management and Planning of the Induction

- Responsibility for the development of effective processes and procedures associated with the quality assurance and maintenance of standards lies with the Academic Board
- Academic managers Course Coordinators and Student Support Service Managers will take responsibility for preparing the content and structure of students' inductions and ensuring presentations are fit for purpose meet the College's quality requirements
- The Colleges Registry will schedule dates for inductions ensuring no clashes with planned teaching or assessment activities ensuring staff availability. Registry will contact students to inform them of their induction timetable and make alternative induction arrangements for those that can't attend
- Students are expected to make every effort to attend their scheduled induction and contact the College if they can't attend so that alternative arrangements can be made
- The College is committed to ensure that all students, including those joining late, receive a full induction

The Prevent Duty

As a Higher Education provider, the College has a legal duty to provide a learning environment which follows the principles of academic freedom and freedom of speech. The College will also follow and embed all aspects of Prevent.

The College is committed to upholding the following shared values

- respect for democracy and support or participation in the democratic process;
- respect for the basis on which the law is made and applies in England;
- support for the equality of opportunity for all;
- support and respect for the liberties of all within the law;
- respect for and tolerance of different faiths and religious and other beliefs

The College will include presentations and discussions relating to Prevent, British Values and the College's safeguarding policy, this will inform students of how, when and who to report any concerns.

Students will also be consulted regarding the means by which the College manages its obligations to preserve academic freedom and the need to ensure a safe learning environment for its students; these consultations will inform the development of the College's policies and procedures for upholding the Prevent Duty.

Policy Review

This Policy will be reviewed every year, unless there are internal or legislative changes that necessitate earlier review. The Policy will be approved by the College's Board of Governors.

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