

NOTTINGHAM COLLEGE



Central College
Nottingham



Induction Standards

Academic Year

2017/2018

Induction is the process where students are introduced to the College and the requirements of their Programme of Study. It is an important starting point for all students and teaching staff, clearly outlining the College's expectations of students, as well as what each student can expect of the College.

All programmes of study are required to have an Induction period with planned activities to ensure that students understand how to make the most of their time at College. A differentiated induction programme may be needed for progressing students to avoid unnecessary repetition.

All students must complete an induction programme that is a minimum of 12 hours and that covers the key aspects identified below. This can be delivered in a format that is appropriate to the Faculty Area, and supportive resources are identified.

All students must have the induction tutorials delivered to them as a mandatory part of the induction process.

All students should complete the induction checklist and evaluation as part of the eILP.

Induction Programmes must cover the following key aspects:

Information about College Facilities	<i>Resources and Support available</i>
<ul style="list-style-type: none"> • Tour of campus, Reflection Rooms, Libraries & Learning Resource Centres & Services 	
Information about the College Student Services & Student Support	<i>Resources and Support available</i>
<ul style="list-style-type: none"> • Health, Finance/welfare (including childcare support). Careers Service including information about prospective progression routes. • Introduction to LAC/PSC & Personal Tutor & ALS support 	
Information about the College in general:	<i>Resources and Support available</i>
<ul style="list-style-type: none"> • Head of Faculty or Faculty Area Manager to share the Vision, Mission and Values and how it relates to students. 	
<ul style="list-style-type: none"> • Passport to Study and/or the Student Professional Standards. (16-18 students need to be given both the Student Agreement and the Passport to Study) • Expectations in relation to Attendance and Punctuality & Student Disciplinary Policy. • Information about the different components of the Programme of Study, and the associated expectations, including the importance of English and maths 	

<ul style="list-style-type: none"> • Expectations in relation to assessment, including explanation of assessment policy, submission of coursework policy and appeals process. 	
<ul style="list-style-type: none"> • Information about the Student Voice process and the various ways in which students can give feedback and make their views heard (class reps, feedback forms, surveys and Learning Forums). 	
<ul style="list-style-type: none"> • Information about the College's complaints procedure 	
<ul style="list-style-type: none"> • All Induction programmes must ensure students undertake an appropriate Health and Safety Induction that is appropriate to their Programme of Study 	
<ul style="list-style-type: none"> • All induction programmes should support students in aiding their understanding of Equality, Diversity and Inclusion and to foster a message of respect. Students should be introduced to the concept of British Values and how the college promotes them. 	
<ul style="list-style-type: none"> • All Students should receive an introduction to the Progress Tutorial and what the key components are. It should explain to students what the core skills that we are looking to support them to develop are, what they will undertake for experience of work or work placement as part of their course and the other expectations relating to developing their employment skills. 	

Course Specific Information	<i>Support and Resources available</i>
<p>Examples of Course Information that might be appropriate:</p> <ul style="list-style-type: none"> • Details of the full Programme of Study (including English, maths and work experience), Assessment Schedules, Assessment Policy, Submission of Coursework Policy & information relating to plagiarism. • Completion of Initial Assessment 	
<ul style="list-style-type: none"> • Show students how to access online resources and the course Interact (Moodle) page 	

During the Induction process students should be given:

Learners must be given	<i>Support and Resources available</i>
• Course Handbook	
• Assessment schedule.	
• A copy of the published course timetables.	
• Passport to study	

Mandatory Tutorials to be delivered within the first half term:

Topic	Content	Organised/Delivered By	Delivery Method
eSafety	Inclusivity and Stereotypes Sex and Relationships Emotional Wellbeing	PT group tutorial 1	Online Resource
Employment Skills tutorial	Skill development: Introduction of the Nottingham competencies Applied skills Employment skills Professional skills Completion of career aspiration on eILP and complete WE targets	PT group tutorial 2	Group tutorial
Prevent/ British Values	Democracy The rule of Law Individual liberty Mutual respect and tolerance of different faiths and beliefs	PSC	Group tutorial Online Resource to support Voting – student reps