



University of the
Highlands and Islands
Moray College

Student Induction Policy

Date of Next Review: March 2020

Responsibility: Student Advice Manager

Please ask if you, or someone you know, require this document in a different format or language.

1. Introduction

Student induction encompasses the initial stages of the guidance and support services provided to students from before they enter College and continues throughout their course and beyond.

It is College 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:

- ease the transition to studying in College;
- introduce students to the skills, knowledge and demands of their; programme and includes transition between levels;
- establish students as part of the College Community.

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/unit. 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 all students to the college, 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/unit of study and eventual career path.

This policy has several related policies listed in Appendix 1 which provide specific detail on key aspects of a student's life in college.

4. Responsibilities

The Assistant Principal: Student Services has overall responsibility for the delivery and review of student induction.

Responsibility for the content and effectiveness of the student induction experience will primarily lie with the Assistant Principal: Student Services and the Student Advice Manager.

The Student Advice Manager is responsible for conducting impact assessments relating to equal opportunities issues, specifically gender, race, disability, age sexual orientation and religious beliefs.

The Administration Officer is responsible for:

- scheduling the parts of the induction programme that are delivered centrally and for the liaison with Student Advisors in sufficient time to allow them to build these elements into the induction programme for their students;
- sending the induction programme to all applicants and communicating with applicants on a regular basis leading up to induction;
- identifying any students who have disclosed they are currently a “ looked after person” or have been, as well as students who have disclosed they have a caring responsibility;
- identifying those students who require a PVG check as part of their course and during enrolment checking that all relevant students have completed the necessary application;

The Employability Officer shall support the initiation and development of each student’s Personal Development Plan.

5. Role of Student Advisor

It is acknowledged that the precise role to be played by the Student Advisor during the Induction Programme can vary, however it is the Student Advisor who carries the overall responsibility for ensuring that his/her students effectively receive the necessary information but not necessarily all in the Induction week.

It is also acknowledged that it may prove to be difficult for the final allocation of Student Advisors to be arrived at until after the Induction Programme.

Although it would normally be expected that the Student Advisor will play the major role during induction, it is the responsibility of each Assistant Director to ensure that the Student Advisor is sufficiently well briefed and prepared to carry this out effectively.

Over the first few weeks of the session, including Induction Week, Student Advisors will ensure all students:

- are booked into induction sessions with the Library Officer and Learning Support Officer ensuring minimum disruption to the student's timetable;
- are aware of the role of the Student Advisor;
- are aware of the aims of their course, its structure and are booked on appropriate modules including the relevant essential skill modules. Student Advisors will also identify credits already achieved by students including alternatives to credits offered in College;
- have made the right choice of course and referring them to Student Services for further advice, where required;
- find out about the different learning and teaching approaches that will be taken;
- receive initial advice on study skills and are aware of support available;
- initiate a Personal Development Plan;
- are supported in identifying any development points which could curtail their progress and where necessary, to make an appointment with Learning Support or Guidance staff on the student's behalf;
- have the appropriate arrangements in place for those students who had previously indicated that they have additional support needs;
- are informed about the key assessment regulations which apply to them;
- understand how their course will be assessed and when they are to be assessed;
- are aware of relevant key policies including the key aspects of the IT Acceptable Use Policy;
- are aware of the arrangements that exist for them to be represented and for their views to be heard;
- are aware of the importance of consulting with Guidance staff if considering withdrawing from their course;

- are encouraged to disclose if they are from a care background or are a carer highlighting the support and potential benefits available;
- are aware of information on social media such as Facebook and Twitter;
- have IT training and support ensuring that, as a minimum, each student knows how to access the network, email, Blackboard and the Student Portal.

6. Induction Programme

6.1 Pre-Induction

Students will:

- have been invited to attend mandatory pre start event/interview (FE students only) prior to the coming session. Any students who have declared they have been or are currently a “looked after person” or have caring responsibilities and cannot make the mandatory pre start shall be offered alternative times and dates;
- have been given the opportunity to participate in the Kick Start programme in June/August;
- have been offered support with applying for online funding and enrolment before start of the session;
- have had access to useful materials i.e. course handbook, funding information, College Guide and general information about College via the Student Portal before the start of the session;
- receive postcards advising them to complete online enrolment and finance applications. These postcards will also provide information on the opening times and facilities available in Student Services over the summer period;

6.2 Student Services Induction

The Student Advice Manager will ensure students:

- are welcomed by the Principal, or in his/her absence, an Assistant Principal;
- have the opportunity to meet members of staff who will play a key role during their time at College;

- are enrolled on their course of study;
- learn about the services and facilities available to them including guidance, learning support and library;
- are informed about the procedures for reporting their absence from College and the implications of absence;
- are made aware of the importance of personal development planning;
- have ready access to information and advice on Student Finance and other Student Services;
- are informed of the role of the Class Representative;
- are informed of the role of the Board of Management and its Committee representation;
- have the opportunity to meet the UHISA Depute Presidents.

7. Delivery and Format of Induction Week

The induction programme will be a warm, welcoming and supportive experience for students and will be scheduled and delivered to provide a coherent and effective introduction to College life. For example, it is important that induction activities are not so spread out that students experience long gaps between activities nor should students be expected to come into College on any day for only a small amount of activity which students are likely to deem a waste of their time and cost.

It is essential that, once published, any changes to the induction programme are kept to an absolute minimum and are communicated effectively to all concerned.

The programme should contain social activities that encourage students to get to know each other and to become acquainted with the College layout, the location of key staff, facilities and services.

For full time students the induction programme will extend, as a minimum, over a two day period at the beginning of the session.

For other modes of attendance, the duration of the induction programme will tend to extend only for a short time during the initial meeting of the class.

It may be deemed preferable to schedule aspects of induction over a longer period.

All full time students and their part-time equivalents will be provided with necessary information through the Student Portal, including the following:

- Course Handbook
- Course Timetable
- College Calendar
- Assessment Schedule
- List of Key Staff and Contact Details
- Key Health and Safety Information
- IT Acceptable User Policy

8. Quality Assurance of Induction Experience

The Quality Officer will arrange to ascertain the views of the students on their induction experience by the end of October in each session. All students will be invited to participate in an electronic survey.

Assistant Directors should ensure that early student experience, and in particular course induction, is evaluated and discussed at the first Course Committee Meetings of the session.

Nominated Class Representatives will be invited to attend course meetings, Class Representative meetings and cross-College Focus groups with senior management as well as the Student Affairs Committee. To support them in this role, Class Representatives will be provided with training by Sparqs (Student Participation in Quality Scotland) training.

The Quality Officer will develop an evaluation report of Student Early Experience for both the Learning, Teaching and Quality Committee and the Board of Management for review and to support the improvement of future student experience.

Appendix 1: Related Policies

Student Confidentiality Policy

Student Disclosure Policy

Student Advice, Personal Development Planning and Guidance Policy

Student Bullying and Harassment Policy

Student Support and Protection Policy