

# Learner Induction Policy

## Shooters Hill Sixth Form College

Adopted and ratified by the Governing Body on:	<b>18.01.19</b>
Review Date:	<b>17.01.2022</b>
Accountability:	<b>Governing Body</b>
Responsibility:	<b>Governing Body</b>

## Policy Overview

Learner induction is the initial stage of the guidance and support services which are provided to learners from before they enter Shooters Hill College and continue throughout their course and beyond.

It is Shooters Hill college policy that all learners 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 Shooters Hill College
- introduce learners to the skills, knowledge and demands of their programme and includes transition between levels
- establish learners as part of the Shooters Hill College

## Key Principles

It is essential that learners are provided with all relevant and current information before and during induction with particular reference to their course of study. It is also a vital aspect of the induction programme that the range of services on offer are made known to learners 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.

## Scope

Induction shall welcome all learners to Shooters Hill College, by creating a friendly atmosphere, help familiarise the learners with their surroundings and ensure that learners are supported to prepare effectively to meet the demands of their chosen course/unit of study and eventual career path.

## Responsibilities

The Vice Principal has overall responsibility for the delivery and review of learner induction. Responsibility for the content and effectiveness of the learner induction experience will primarily lie with Organisational Head

The Head of Inclusion will be responsible for conducting assessments relating to equal opportunities issues, specifically gender, race, disability, age sexual orientation and religious beliefs.

The Head of Student Services will be responsible for scheduling the parts of the induction programme that are delivered centrally and for the liaison with Curriculum Leaders in sufficient time to allow them to build these elements into the induction programme for their learners.

The Curriculum Leaders will be responsible for providing the induction programme to all applicants and communicating with applicants at enrolment.

Tutors are responsible for:

- confirming with the learner that they have made the right choice of course.
- initiating and progressing each learners Study programme

## Content of Induction Programme Pre-Induction

All Students:

- will be introduced to PREVENT and how to keep themselves safe.
- have the opportunity to meet members of staff who will play a key role during their course
- will learn about the services and facilities available to them including guidance, learning support, Learning resources centre and the HEART space.
- are informed about the procedures for reporting their absence to Shooters Hill College and the implications of absence.
- have ready access to all necessary information and advice.
- are made aware of relevant key policies.
- are made aware of the importance of consulting with relevant staff if considering withdrawing from their course.
- will be provided with an IT Induction including an introduction to Unifrog and Pro-portal.
- will undertake an employability programme.

Teaching Staff

Teaching staff are responsible for ensuring that learners:

- are made aware of the aims of their course structure and booked on appropriate modules.
- find out about the different learning and teaching and assessment approaches that will be taken.
- receive initial advice on study skills and are aware of support provided.
- initiate an Individual Learning Plan
- are informed about the key assessment regulations and other associated information which apply to them.

## Delivery and Format

Communication with applicants shall continue on a regular basis leading up to the induction week, for example, letters providing detailed pre-entry and induction information including any scheduled taster programmes, pre- start days, open days, emails, text messages and social media.

The induction programme will be scheduled and delivered in such a way so as to make for 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 transport costs.

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

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

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

- Employability programme
- List of relevant staff and contact details
- Key Health and Safety information related to each vocational area.

## **Evaluation of Induction Programme**

The Tutor, during their meetings with learners, will ascertain their views on their induction experience.

Learners shall be invited to participate in an online survey at the end of each induction day.

The induction experience shall be evaluated and reviewed to improve future implementation. The Quality Team will review the effectiveness of student induction.