



Further Education Policies & Procedures

Policy_02: #THEWRD FE Student Induction & Enrolment Policy

1. Aim of the policy

1.1. #THEWRD regards student induction as an essential element of all courses. The aim of induction is to enable students to settle into the Institution quickly and help them to succeed in their chosen course.

1.2. There is an increasing awareness across further education that a strong induction policy tends to have a positive effect on student retention. 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. Transition to the independent and autonomous forms of learning necessary to progress on to higher education can prove difficult for students used to the more structured approach in schools. Students from non-traditional backgrounds may need particular support in learning how to learn and understanding the expectations of academic study. Induction should facilitate the transition of students into the learning ethos of #THEWRD and the course.

2. Scope of the policy

2.1. The Student Induction Policy will apply to all courses delivered by #THEWRD. The process of the induction will normally involve face-to-face activity. Where appropriate induction may also be supported by Internet or #THEWRD VLE based learning materials.

2.2. Induction and enrolment events will be scheduled prior to the beginning of term. Meetings of the teams involved should be utilised to plan induction over the summer led by the Chief Education and Learning Officer along with Head of Student Services.

3. Institutional Induction

3.1. The purpose of the Institutional Induction is to welcome students and help students feel part of the #THEWRD community. It is also an opportunity to outline the responsibilities that students have as part of this community and to introduce them to the Institution's facilities and the opportunities they will be provided with to network within the local and wider national music industry.

3.2. Upon an offer of a place students will receive general information on the Institution such as term dates, enrolment and payment forms, a student contract, and an induction timetable.

3.3 Induction will involve the following events at the start of the course:

Enrolment and Induction Days

Exciting Induction days will be hosted at various venues across the country to welcome students, provide opportunities to meet the team at #TheWrd and to network among themselves.

#TheWrd will support students in getting to these events and ensure a full and informative day, giving workshops on the course, the dashboard, how to navigate the content and take the assessment tests.

Students will receive an introductory talk by Senior Managers to welcome them to #THEWRD and introduce key information. There will be an introduction to the Student Services within the Institution.

General IT Induction

Students will hear a general talk regarding the IT systems and the necessary rules and regulations.

In addition to these face to face days there will be online content and webinars dealing with all aspects of student enrolment and induction.

3.4 The Chief Education and Learning Officer and Head of Student Services are responsible for ensuring that an exciting and appropriate Induction programme is in place for all students.

4. Course Induction

4.1. It is an Institutional requirement that every student will undergo a course induction to introduce students to their course of study, the personnel who deliver it and the environment(s) in which it is delivered. Induction initiates students into the values and working practices of the course and integrates them with their peers.

4.2. Course Leaders, in liaison with other course staff, are responsible for ensuring that an appropriate course induction programme is in place for all students.

5. Course Induction Procedures for First Year Students

5.1. Course Leaders must ensure, in liaison with other course staff, that the following elements form part of induction to the course for all first year students.

5.2. The elements of the course induction are as follows:

Management of the Course

Students will be issued with information on the role and location of the Course Leaders and other relevant contact points.

Course Manual and Student Handbook

Students will be issued with the Course Manual and the Student Handbook including the relevant Institutional regulations. Manuals and Handbooks should be used to introduce:

- i. Aims and learning outcomes of the course;
- ii. Learning and teaching methods on the course
- iii. Structure and content of the course;
- iv. Assessment timetable for the course;

v. Nature of assessment on the course, its scheduling, assessment deadlines, extensions, mitigating circumstances, grading and assessment feedback.

In particular students should be introduced to the overall course structure and given a detailed overview of the course timetable and activities for the first year of the course.

Health and Safety Policies and Procedures

The Health and Safety Policies and Procedures relevant to the course, course locations and ways of working will be discussed.

Resources

There will be an introduction to any specific course resources.

VLE and Building access

A short induction on how to access the VLE and Buildings.

Student Support

Students should be informed of sources of Student Support outside of the course and refer to the Student Services information online. #TheWrd will have arrangements with mentoring organisation Brightside and with the online mental health portal Big White Wall. Course Leaders and the course team should attempt to identify, as early as possible, students with learning difficulties or other needs and in particular 'at-risk' students to be referred to Student Services.

Relevant Institutional Procedures

Students should be introduced to arrangements for reporting absence, making complaints and made aware of the Institution's punctuality and attendance standards.

Placement

Students should be given and introduced to the regulations of the course in respect of placement or work-based learning. In particular it should be made clear if these are compulsory or whether they are opportunities for students to take advantage on an optional basis.

Progression

Students should be informed about the requirements and the process for progression from unit to unit and term to term, of their courses.

Introduction to Peers

During the course induction, Course Leaders, and all #TheWrd staff should attempt to facilitate the social integration of students if possible. This will take the form of exercises which allow students to introduce themselves to each other.

Monitoring of the policy

Next policy review: August 2021