**1. Introduction**

Student induction is the initial stage of the guidance and support services which are provided to students from before they enter Alpha Training and continue throughout their course and beyond.

It is Alpha 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 Alpha Training 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 of study. 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 Alpha, 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.

**4. Responsibilities**

Michelle Howdle (Managing Director) 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 Hayley Boden (Centre Manager).

Michelle Howdle will be responsible for conducting impact assessments relating to equal opportunities issues, specifically gender, race, disability, age sexual orientation and religious beliefs.

**5. Content of Induction Programme**

Students shall:

• have been given access to useful materials ie timetable, diary, course information and general information about Alpha Training before the start of the session.

• are welcomed by their tutor

• have the opportunity to meet members of staff who will play a key role during their time at Alpha Training

• will learn about the services and facilities available to them including guidance, learning and support

• are informed about the procedures for reporting their absence from Alpha and the implications of absence

• have ready access to all necessary information and advice

• will be informed of the role of the Class Representative and will be supported to appoint a Class Representative for each group

• are made aware of relevant key policies

• are made aware of the importance of consulting with relevant staff

(Michelle Howdle or Hayley Boden) if considering withdrawing from their

course.

Teaching Staff

Teaching staff are responsible for ensuring that students:

• are made aware of the aims of their course structure

• find out about the different learning and teaching approaches that will be taken and are able to identify their own learning style

• receive initial advice on study skills and are aware of support provided.

• initiate an Individual Learning Plan (IPL)

• are informed about the key assessment regulations and other associated information which apply to them

**6. Delivery and Format**

The induction programme will be scheduled and delivered in such a way so as to make for a coherent and effective introduction to Alpha Training. 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 Alpha 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 activities that encourage students to get to know each other and to become acquainted with Alpha, staff, facilities and services.

All students will be provided with necessary information, including the following:

• Student Induction Guide

• Course Handbook

• Course Timetable

• Calendar

• List of relevant staff and contact details

• Key Health and Safety information

**7. Evaluation of Induction Programme**

Students shall be invited to participate in an online survey and invited to attend student council meetings. Directorates should also ensure that the student experience relating to course induction is evaluated and discussed at staff standardisation meetings. The induction experience shall be evaluated and reviewed to improve future implementation.

The Learning, Teaching and Quality Committee will review the effectiveness of student induction.