



Kingsley Student Induction Policy

1. Aims and Scope of the Policy

We regard student induction as one of the key elements supporting our objective of welcoming, introducing and settling down our students, so that they are able as quickly as possible to benefit from university life.

We recognise that induction plays a critical role in shaping student perceptions of what we offer and our commitment to deliver high quality provision. We also recognise that induction often forms our students' first experience of Kingsley.

This Policy identifies the components of induction for all incoming students (at all levels). It is consistent with the commitments made in our HE strategy and our other policies. The policy is also in line with our commitments to enhance the quality of the total student experience and to embed all students into Kingsley, connecting them with named Personal Tutors.

This Policy is committed to ensuring continuous quality improvement and will seek to evaluate, receive feedback and monitor effectiveness of its implementation and will fine-tune policy and its implementation where appropriate.

2. The Purpose of Induction

The main purpose of Induction is to welcome and introduce students joining our community, so that we can celebrate and value their choice to come and join our diverse and vibrant learning community. We wish to ensure that our students settle down as quickly as possible, are aware of the support and services available to them and enter into a partnership with us to shape their learning programmes and to gain the most out of life at Kingsley.

The main elements of induction should include:

- Welcoming , by providing opportunities for social interaction among staff/students and signalling the value we place upon and our appreciation of their decision to study with us
- Orienting , by providing a comprehensive introduction to our services and facilities, necessary regulatory information, study services, and complaints procedure
- Building a learning partnership , by providing an introduction to and/or reinforcement of the programme of study, the methods of assessment, appeals mechanisms, availability of additional learning support, opportunity to undergo assessment of learning needs and related information and guidance on postgraduate and employment opportunities. These objectives will be achieved through a programme of regular tutorial reviews
- Establishing effective administration , by providing an opportunity for each student to engage with the necessary administrative procedures so that s/he is accurately and efficiently enrolled on his/her course of study, registered for appropriate modules

3. Responsibility

3.1 We will ensure that all new students are programmed to be personally welcomed by the CEO, Provost and SMT.

3.2 PLs have overall responsibility for ensuring adequate planning, allocation of resources and implementation of induction programmes within their programmes.

3.3 Each PL will be responsible for assessing the quality and effectiveness of delivering induction and its personal support/tutorial arrangements.

3.4 Personal Tutors will play a lead role in providing regular academic reviews which identify and monitor student progress, barriers to effective learning and provide academic and personal support, which may include referring students to appropriate internal services, such as Student Services, Library, etc

3.5 The PL has responsibility for ensuring that an appropriate and effective induction programme is in place for all students, for disseminating good practice and making arrangements for appropriate services to be available to contribute to induction programmes.

3.6 All staff will be expected to treat new students as well as continuing students with courtesy and professionalism.

3.7 Alumni students will play a key role in welcoming and introducing students to the range of extra-curricular, representational and support services available at Kingsley

3.8 PLs (and the Fields within them) are responsible for:

- Planning and organising programmes of induction
- The timely circulation of First Week programmes to new students
- Verifying that the student has met the conditions of the offer - including checking achievement of qualifications
- Registering students
- Where appropriate, checking students' ability to meet the demands of the course, particularly in respect of English Language proficiency and numeracy

3.9 The enrolment operation is responsible for:

- enrolling students
- confirming student identities
- issuing ID cards
- collecting the first instalment of fees (if pertinent)
- collecting information for HESA (on nationality, ethnic origin, disability and special needs, term-time accommodation, educational background, next of kin)

4. Monitoring of the Policy

4.1 Implementation of the policy will be monitored by the PL, supported by the CEO.

4.2 A cross-institutional 'induction task force' will review the success of induction for each major intake and make recommendations.

4.3 Students will be invited to assess the effectiveness of induction and feedback from students through evaluation forms, focus groups and individual responses will be sought.

4.4 The Senior Management Team of Kingsley will receive an annual overview report on induction each year.

5. Minimum Components

The following components will be found in all induction programmes:

Welcome

- Welcome and congratulations on choosing Kingsley
- Ice-breaker and bonding activities
- Social event with teaching staff
- Meeting other students
- Student activities - Freshers Fayre
- Advice on money-management, time-management, etc
- Introduction to social events and subject-based and other clubs and societies
- Information about recreational facilities and spiritual services

Orientation to Kingsley

- Essential information about Kingsley
- Tour of Kingsley
- Library tour and introduction to information searching
- Introduction to using IT facilities
- Introduction to careers and employability advice
- Location of programme of study
- Regulations
- Student Complaints and Appeals Procedure

Academic

- Aims and objectives of programme of study
- Opportunity to discuss aims of the course
- Assignment of named member of staff to each student
- Meeting with named member of staff to discuss programme construction
- Academic Framework/programme timetable

- Course structure - core, options
- Discussion about expectations of higher education
- Diagnostic testing for English and numeracy
- Self-assessment of key skills
- Discussion about referencing and plagiarism
- Introduction to Study Skills Handbook
- Assessment methods and assessment criteria
- Credit accumulation, AP(E)L
- English language threshold requirements - referral opportunities
- Advice on study skills - identify support available
- Use and availability of ICT
- Reading lists and guidance on private study
- Identification of special needs - referral (where appropriate) to Disability and Dyslexia services
- Health and Safety regulations

Registration and Enrolment

- Unit registration
- Advice on completing enrolment and other forms
- Attendance at enrolment as agreed with the enrolment operation
- Payment of fees if pertinent
- Issue of ID card
- Notification of network log-in code.