

# Induction Policy 2020/21

APPROVED BY: SELT on June 2021

Applies to:

Harrogate College	X
Keighley College	X
Leeds City College	X
Leeds Conservatoire	<input type="checkbox"/>
White Rose Academies Trust	<input type="checkbox"/>

## CHANGE CONTROL

<b>Version:</b>	2	
<b>Approved by:</b>	SELT	
<b>Date approved:</b>	June 2021	
<b>Name of author:</b>	Alison Purver	
<b>Name of responsible committee:</b>	DELT	
<b>Related policies: (list)</b>	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Behaviour</li> <li>• E safety/Use of Internet/Social Media</li> <li>• Safeguarding Policy</li> <li>• Equality and Diversity Policy</li> <li>• Visual Identification Policy</li> <li>• Assessment and appeals</li> </ul>	
<b>Equality impact assessment completed</b>	<b>Date:</b>	
	<b>Assessment type</b> <input checked="" type="checkbox"/> Full <input type="checkbox"/> Part <b>Not required</b>	
<b>Policy will be communicated via:</b>	HOD's Meeting	
<b>Next review date:</b>	May 2022	

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## 1 POLICY STATEMENT

*'The single greatest predictor of subsequent success is whether the student makes a friend in the first month'*

(Professor John Hattie)

Induction is an integral part of the student experience for ensuring that their transition into college is smooth and the college's expectations and standards are set. The ethos of right learner/right pathway/right course is central to the student experience and appropriate induction should be provided for all students, fully implemented by all staff. With the event of Covid-19 and the impact it will have on our students integration into college a stronger focus should be made on the I'm In values and for the staff ease of access to quality resources.

The College expects students and staff to uphold six core values designed to foster a culture of respect and well-being, high expectations and aspirations. The standards of behaviour expected from students are based on these values. The table below lists the College values linked to expected standards of behaviour along with statements defining behaviour that is unacceptable.

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## 2 POLICY AIMS

2.1 The college induction will (as a minimum):

- Promote I'M IN and a culture where excellent attendance, punctuality and behaviour is the norm.
- To respond to the recent Covid impact and recognise the impact it has had on our students and staff.
- Promote I'm in GREEN and a culture where high expectations and standards are achieved and impact positively on the environment, themselves and others.
- Assess the students and offer support to remove any barriers to learning and access appropriate support
- Discuss rights, responsibilities and opportunities with students.
- Provide support of digital skills to allow remote access and working.
- Development of digital skills for employability skills.
- Raise awareness of all college facilities, resources and support systems.
- Begin to embed an awareness of all Equality and Diversity Policies and the college's commitment to equality and its values
- Discuss how to stay safe, including on line and to ensure the safety of others.
- To start the journey of supporting students to make informed life choices about their career pathway and intended destinations
- Provide an inclusive induction with activities which provide the opportunity to get to know their tutor(s) and other students and feel settled in new groups.

College induction will include coverage appropriate to the individual and their place and programme of study.

2.2 All learners are entitled to a college induction – particular attention should be paid to ensure late starters are fully engaged and monitored.

### 3 OUTPUTS OF THE INDUCTION POLICY

3.1 A creative, inspirational and welcoming environment both online and in college will be set up which promotes a culture of learning and aspiration

All departments will have a detailed induction plan which will ensure that:

- All students will have access to a high quality curriculum induction that reflects local need, current working practices and college priorities
  - All students will have access to a high quality college induction which is active, engaging and inclusive whether online or in person.
  - 6 week Induction Framework - transferable for multi starts
  - Overcoming issues of Covid-19 by ensuring inclusivity, connections, wellbeing, orienteering, developing language, new skills, fun and friendship
  - Best possible, consistent student experience linked to entitlement
  - A framework to support planning and implementation for induction within each campus/department
  - Led by departments, supported by service teams
  - Link to EIF: PD and BA aspects
  - Checklist to guide them through
  - Bespoke Staff Induction Site with all relevant resources
  - Student Induction Site for late or multi starts and the offer of bespoke for different groups of students
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- All students will have;
  - A named tutor with responsibility for ensuring the student receives an appropriate induction and support continuing through the year.
  - Two named emergency contacts recorded on the ProMonitor
  - Their qualifications on entry recorded on ProMonitor
  - The retention of students “at risk” will be at least the same as those that are not.
  - All students will have engaged in Progress Review 1 in the first six weeks with all conversations and outcomes recorded on ProMonitor
  - All students identified as ‘At Risk’ will be offered regular 1:1s as appropriate to their need with the conversation and outcomes recorded on ProMonitor.
  - All students identified as ‘vulnerable’ will be offered regular 1:1s as appropriate to their need with the conversation and outcomes recorded on ProMonitor (for example; care leavers, looked after children, young carers and parents, young people living independently, emotional or behavioural difficulties).
  - Vulnerable students (vulnerability flag) will not be excluded until an ELT member has been consulted)
  - All staff will record for each student, as appropriate;
    - career aspiration pathway
    - target grade,
    - learning conversations including feedback to ensure the student is on the right course on ProMonitor
    - ‘At risk’ and planned support interventions including vulnerable individuals.

3.2 Developments for this year 2021 will include:

- Recognising the issues our students face due to Covid -19 - fear, isolation, abuse, inequality, uncertainty, transition, friendships and bullying
- Stronger focus on wellbeing
- Driving early interventions to remove barriers to learning and establish a ready to learn attitude

- Creating easier access to a redefined Student Life team's offer
- Aligning with Luminate Covid Recovery Plan

### 3.3 Initial Key Components of Programme specific for 2021 start:

- Expectations: I'm In
- How will barriers to learning be removed?
- Mental health and wellbeing initiatives
- Getting connected to others
- Having fun
- Aspirations and a strong start
- E & M assessments
- Right course
- Career pathway and progression plans
- Parents / carers welcome events
- Study skills - learning to learn
- Food on campus

### 3.4 At Performance Review there will be a new integrated Checklist to highlight and act on any identified vulnerable students. It will include:

- Emergency Contacts
- Learner Support Fund
- Safeguarding
- SEND
- EHCP
- Peeps
- Medical needs
- Exam Access
- Housing Concerns
- Young Carer
- Digital Access
- Young Parents

## 4 IMPACT MEASURES AND MONITORING

Monitoring at Department and Course level will focus on the following:

- Attendance
- Students on right course (transfer rates)
- Retention rates of all student groups
- Support of High Needs students
- Support and progress of 'at risk' students
- Support and progress of 'vulnerable' students
- High levels of satisfaction (above benchmark) in Student Surveys in relation to induction
- High level of engagement with cross college initiatives and services (including areas such as Campaigns, Employer Engagement, Enterprise, Student Enrichment, Volunteering and Careers)
- Reduction in withdrawals (retention to 42 days and beyond)
- Induction themed learning walks
- Student and Apprentice Survey (induction survey)
- Student voice and pulse surveys (Student Union)
- Department evaluation of Induction programme



## **5 INDUCTION CHECKLIST FOR NEW STUDENTS**

### 5.1 Appendix 1

[https://docs.google.com/document/d/1LeNYJjdGM9S3p0nnUx1YJuDgtNiO\\_iRIGag9c78kves/edit?usp=sharing](https://docs.google.com/document/d/1LeNYJjdGM9S3p0nnUx1YJuDgtNiO_iRIGag9c78kves/edit?usp=sharing)

### 5.2 Appendix 2

Staff Induction Site

<https://sites.google.com/leedscitycollege.ac.uk/im-induction-21-22/home>

### 5.3 Appendix 3

Student Induction Site

<https://sites.google.com/leedscitycollege.ac.uk/im-induction-2021-students/home>