



Policies and Procedures

Operations Department

Induction Session by Lecturers

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Induction Session by Lecturers

As an introduction to the course, an induction session has to take place as a preliminary to the first lesson. This will take place during the first lesson with the students as a foundation to the course. The intention is to welcome all students, by setting an introductory and friendly atmosphere. The aim is to help familiarise the students with their surroundings and ensure that they are supported to prepare effectively to meet the demands of their chosen course of study and eventual career path.

- 1. Lecturers are to ensure that the scope of the induction session shall be to facilitate the transition to studying, with particular reference to the course in question**

The students are provided with relevant information upon application. An Application Form and a Student Acceptance Form are read out and explained before the student signs up for registration. Some students may however need clarification with respect to certain points. The lecturer is to assist in the case of such queries and should also point out to the students that the Centre has Complaints and Appeals procedures for their benefit. Although copies of these forms are given to the student upon application, it is in the interest of the lecturer to remind the students that such processes are available.

2. The lecturer is to introduce students to the skills, knowledge and demands of their course

At the start of the course each student is given a file containing information about their chosen area of study. During the induction session, the lecturer shall go through the file with the students who should be encouraged to interact and to ask for assistance where required. The contents of the file are to be explained and their relation with the particular study units of the course shall be described and defined, confirming with the students that they have made the right choice of course.

The Centre Instruction Leaflet available in the file should also be read out and discussed with the students. This will provide the students with support and advice with particular reference to their course of study. As a precautionary measure, the induction session should also include information about the emergency procedure, and the location of fire extinguishers and other safety equipment should be pointed out to the student.

3. A vital aspect of the induction programme is for the lecturer to ensure that the range of services on offer are made known to students. The students are to be made aware of how they can obtain access to these.

During the first day of the course, lecturers are required to:

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- 1) Schedule the parts of the chosen course and to give this information to the students
- 2) Answer queries with regards to difficulties any student may have. This will work towards initiating and progressing each student's personal study plan.
- 3) Inform students about the procedures for reporting their absence from lessons and the implications of absence.
- 4) Make students aware of relevant key policies, particularly the Student Complaints and Appeals policies.
- 5) Make students aware of the importance of consulting with relevant staff for any kind of requirement pending their studies.
- 6) Invite students to access our support helplines in conjunction with assistance provided by the lecturer.
- 7) Lecturers should suggest that there be the development of a students' representative. Together with the lecturer, the student representative shall assist in organising the study plan of the class as a team.
- 8) Whilst the lecturer is in charge of this induction programme, the students should be encouraged to communicate with the respective lecturer on a regular basis throughout the course.

4. Lecturers shall introduce students into being part of the Training Centre

The respective course lecturers have the overall responsibility for the delivery and review of student induction.

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Communication with students is to continue on a regular basis following the induction session. The induction session is to be structured in a way that encourages students to get to know each other and to become acquainted with the Centre's layout, the location of key staff, facilities and services.

The Managing Director shall oversee that the content and effectiveness of the student induction experience is appropriate and effective.