



Policies and Procedures

Operations Department

Student Induction Procedure

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Student Induction Procedure

1. Principles

Future Focus offers student induction as the primary phase of the guidance and support services provided to students from before they join our Centre and this continues throughout their course. The induction process aims to:

- i. Ease the transition to studying
- ii. Introduce students to the skills, knowledge and demands of their programme
- iii. Introduce students into being part of the training Centre

2. Policy

Students are provided with all relevant and current information upon application. An *Application Form* and a *Student Acceptance Form* (Appendix) are read out and explicated during the induction session, duly filled and signed by the students, and filed. A copy of these forms together with a folder containing information about their chosen area of study is given to each student before the actual induction day, to allow for review. Before and during induction all students are provided with support and advice with particular reference to their course of study. This is a vital aspect of the induction programme, where the range of services on offer are made known to students and they are made aware of how they can obtain access to these.

Quality Assurance Policies and Procedures

The induction session takes place as a foundation to the course and welcomes all students, by setting an introductory and friendly atmosphere, which will 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.

3. Procedure

The respective course co-ordinators and lecturers have the overall responsibility for the delivery and review of student induction. The Principal Manager oversees the content and effectiveness of the student induction experience.

The Course Co-ordinator for each course schedules the parts of the chosen course and gives information and answers queries during the induction programme

Whilst lecturers are in charge of the induction programme applicants are encouraged to communicate with the support staff on a regular basis throughout the course, and the development of a students' representative is also recommended.

The induction programme assists with:

- i. Confirming with the students that they have made the right choice of course.
- ii. Initiating and progressing each student's personal study plan
- iii. Organising the study plan of the class as a team.

4. Induction Process

Prior to the start of the induction session, all students would have been given all course materials, containing also general information about the Centre and the relevant places of interest, in the form of a Student Agreement Document. This is signed by the student who is encouraged to discuss any queries s/he may have with respect to the agreement.

During the actual induction session students

- i. Are welcomed by the Principal,
- ii. Have the opportunity to meet members of staff who will play a key role during their time at the training centre,
- iii. Will learn about the services and facilities available to them including guidance, learning support and the library,
- iv. Are informed about the procedures for reporting their absence from sessions and the implications of absence,
- v. Have ready access to all necessary information and advice,
- vi. Are made aware of relevant key policies,
- vii. Are made aware of the importance of consulting with relevant staff for any kind of requirement pending their studies.

Communication with students shall continue on a regular basis following the induction session, and students are invited to access our support helplines in conjunction with assistance provided by lecturers. The induction programme is structured in a way that encourages students to get to know each other and to



Quality Assurance Policies and Procedures

become acquainted with the Centre's layout, the location of key staff, facilities and services.



Quality Assurance Policies and Procedures



STUDENT ACCEPTANCE

_____ (insert name) holder of ID card number _____

Has been accepted to follow the course _____

Scheduled to start on _____, with a weekly session of _____ hrs.

The course is scheduled to finish on _____

In order to complete this course, the student is required to fulfil _____ hrs of practice placement in a _____

Tuition Fees

The course fee is _____ of which _____ is being paid as a deposit and the balance of _____ will be paid:

_____ in full on the first day. OR

_____ in instalments

Date	Amount

Late payments may result in an additional late payment fee of €50 per late payment.



Quality Assurance Policies and Procedures

Acceptance of Risk

The student hereby confirms that s/he fully understands that Future Focus does not guarantee employment of any kind, and that employers may require further qualifications when offering employment. It is important to check eligibility with prospective employers.

In signing this form, the student is confirming that s/he has been informed by Future Focus staff that the eligibility requirements for employment may differ from the entry requirements of the course, and that Future Focus cannot give employment advice. Future Focus will not refund course fees paid.

This acceptance is conditional on the student accepting the post and provided the student agreement has been signed.

For Future Focus Ltd

Student