STUDENT INDUCTION POLICY AND PROGRAMME

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Member of Staff Responsible for Policy		Jonathan Omani
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STUDENT INDUCTION POLICY AND PROGRAMME

All students need to be informed of our College Policies and the need to abide by the rules and regulations of the College. These Policies will provide you with information on all aspects of your time at the College. Guidance is given on what you can expect from the College and what the College expects from you. The Induction Programme will introduce you to many of these Policies and let you meet the staff and your fellow students. This is the first step in building a successful team.

Although the College strives to ensure the safety of all our students on College premises, it is important to point out that students have the responsibility to refrain from any form of behaviour which may harm them or put others at risk. The College complaints procedure must be made available to all students as a window for redress of any grievances in relation to the College academic, health and social environment.

By this policy, the College wishes to ensure that timely, accessible and comprehensive information about commitment required of students, including any timetabled activity or scheduled requirements, enables students to prepare for their study. This appropriate and timely information is available so that students are able to take steps to manage the demands of their time.

Draft - INDUCTION PROGRAMME

10:00	Welcome to Stratford College	Director
10:15	Meet the team	Principal
10:30	What makes a successful learner? Team building exercise	Students
11:30	Managing the student learning journey	Various
12:00	Support for learning: (One to One and Groups)	Principal
	Completion of Disability Disclosure Form	Student Welfare Committee
12:30	**Lunch**	
13:15	Academic Misconduct	Principal
14:00	So what is a Higher National Diploma? Student representation	Programme Leader
14:30	Timetables and start times	Programme Leader
15:00	Prevent, OIA, CMA, Registration and Certification, SRC and Student Engagement activities	Principal
15:30	Refreshment and Networking	SRC, Students and Staff

Academic Misconduct Policy

The aim of this policy is to ensure that there are no acts that seek to undermine the integrity and validity of assessment and the certification of the qualifications.

This Policy aims to ensure that there are 'processes for preventing, identifying, investigating and responding to unacceptable academic practice'. Furthermore that 'Assessment is carried out securely' and that 'A commitment to equity guides higher education providers in enabling student development and achievement' (Quotes from the UK Quality Code).

The Policy will standardise and record any investigation of Academic Misconduct to ensure openness and fairness, and will impose appropriate penalties on learners or staff where incidents of Academic Misconduct are proven.

In order to do this, the College will:

- seek to avoid potential Academic Misconduct by using the induction period and the learner handbook to inform learners of the College's policy on Academic Misconduct and the penalties for attempted and actual incidents of Academic Misconduct;
- show learners the appropriate formats to record cited texts and other materials or information sources;
- subscribe to the electronic detection system of Turnitin, recognising the fact that as student numbers increase, so a more systematic method of detection is required;
- ask learners to declare that their work is their own; and provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used;
- conduct an investigation in a form commensurate with the nature of the Academic Misconduct allegation.
- train students on the use of Turnitin as and when required and also provide them appropriate awareness on plagiarism and its various shapes and forms. This can be done either by the tutors during classes or through special workshops.

** *This is an extract from the full Policy in this area. Every learner should become familiar with this Policy and the implications of getting involved in any sort of Academic Misconduct*

Disability

Definition of Disability: For the purposes of the Equality Act, 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

The College acknowledges that a person is more likely to be disadvantaged by social and environmental factors than by a disability itself. Disability in this context can include a wide range of issues and conditions. Typically this would be one, or combination of, the following categories:

- Specific learning difficulty - e.g. dyslexia
- Visual impairment - partial sight or blind
- Hearing loss - partial hearing or profoundly deaf
- Mobility difficulties or wheelchair user
- Has restricted use of upper limbs
- Mental health problems
- Condition that is not visible, e.g. epilepsy, sickle cell anaemia, HIV
- Condition not listed above (e.g. back injury)

The above list should not be seen as exhaustive. If an employee or student feels they have a condition that is affecting the ability to study effectively, the College Student Welfare Office and/or Disability Services Team should be contacted. They will provide support on disability and learning difficulties.

** This is an extract from the Equal Opportunities and Fair Assessment Policy

Disability Disclosure Form

Name in full	
Date of Birth	
Signature	
Date	

I do not have any disability that the College needs to be aware of.		☐
1	You have a social/communication impairment such as Asperger's ☐ syndrome/other autistic spectrum disorder	
2	You are blind or have a serious visual impairment uncorrected by glasses	☐
3	You are deaf or have a serious hearing impairment uncorrected by hearing aids	☐
4	You have a long standing illness or health condition such as cancer, HIV, ☐ diabetes, chronic heart disease, or epilepsy	
5	You have a current mental health condition, such as depression, ☐ schizophrenia or anxiety disorder	
6	You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	☐
7	You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches	☐
8	You have a disability, impairment or medical condition that is not listed above	☐
YES	I agree to an exchange of relevant information about my disability and/or support requirements, including my DSA report if appropriate, being disclosed to those staff who have a need to know, and to relevant external providers of support (e.g. suppliers of enablers/support workers providers i.e. note takers, mentors, study skills tutors), funding bodies, specific support providers, etc.	☐
NO	I do not agree to an exchange of relevant information about my disability, but I understand that If I do not agree to disclosure about my disability this may limit the support I receive.	☐

In the event that I do not take up a place I understand that this information will be destroyed within a reasonable period.

Please complete and return with your application form in order that any support youmay need can be put in place

The following College Policies are in place to ensure that Stratford College London serves its student community with the utmost care, ensuring that students' interests are taken into consideration when planning and delivering service.

All students must be requested to sign a copy of the table below indicating that they have takenpart in induction and are fully aware of the College policies.

Please sign at the bottom of this page to certify that you have been made aware of the existence of such policies at Stratford College London

College policy   **(Please tick if made aware of Policy)**

College policy	(Please tick if made aware of Policy)
Admissions Policy and Procedures	
Health and Safety Policy	
Fire Safety Policy	
Assessment Policy	
Attendance Policy	
Academic Misconduct Policy	
Appeals and Complaints Policies and Procedures	
Equal Opportunities and Fair Assessment	
Disciplinary Procedure	
Prevent Policy and Strategy	
Learning and Teaching Policy	
HND Academic Regulations	

Student Name…………………………………………..…………………………..

Student Signature………………………………….   **Date:** ……………………