

CC CLEVELAND COLLEGE OF
AD ART & DESIGN

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Scope and Purpose of Policy

Cleveland College of Art and Design requires all students to complete the induction programme designed to provide an introduction to College services, facilities and policies. This will include:

- Induction to the College
- Induction to your Programme of Study
- Information on your rights as a learner
- Information on your responsibilities as a learner
- Information on student support and advice and guidance

Completion of this process will take place within the first week of enrolment and provides the best opportunity to be successful in your studies and also informs you of relevant policies and where to find them. At the end of your induction week you will be asked to read through and complete the Induction Checklist set out at the end of this document. Completion of this checklist ensures that all students have a standard approach to induction and everyone has access to the information they need.

Where students are late starters, Course Leaders will complete the induction process within their first week of attendance. Students will then complete the Induction Checklist to confirm understanding of process and placement of information.

Policy Statement

Cleveland College of Art and Design FE ensures that all students undertake a standard induction process. This has been designed to ensure students are aware of the systems, processes and policies of the College. That all students have the same information, advice and guidance on how to access resources or who to go to if any problems arise requiring either academic or pastoral support. At the end of the induction process students will complete an Induction check list. This check list ensures that the initial information, advice and guidance process has been completed. These check lists will be collected and stored by the Quality Unit for audit/inspection purposes.

Location and Access to the Policy

The Further Education Student Induction Policy can be accessed via Moodle (VLE)

Person Responsible for the Policy

Vice Principal (Academic)

FE Induction Checklist

Student Name		Course Title	
Student I.D. No.		Staff Name	
College Induction			Yes/No
Have you completed and signed a Learning Agreement?			
Have you received your Student I.D. Card and lanyard and been informed of their relevance to safeguarding?			
Has the Student Handbook been made available to you in an appropriate format?			
Do you understand the Health and Safety arrangements in Cleveland College of Art and Design (e.g. evacuation procedures, first aid procedures)?			
Do you understand the campus layout (e.g. where to find the Library, Art Café, General Office, IT facilities, toilets)?			
Have you been told about the services/facilities available to you (e.g. Student Services, Library Services, IT Services, etc.)?			
Do you know how to access College information on line including your Individual Learning Plan (ILP) and Moodle (Virtual Learning Environment)?			
Have you been told about academic tutorials (formative and summative feedback, frequency, role in personal and professional development)?			
Have you been told about our Skills for Progression strategy (soft skills, progression into HE/FE, employment or self-employment, frequency, relevance and role in personal and professional development)?			
Induction to your Course/ Programme			Yes/No
Have you met the people who will be teaching and supporting you?			
Have you met the person who will be doing your Tutorial Reviews?			
Have your entry qualifications been checked and recorded?			
Have you been told about and do you understand the Course content and structure?			
Have you been given your Course timetable?			
Have you been told about any important dates for your Course?			
Do you know who to ask if you need extra help during your time at College?			
Do you know about health and safety procedures that apply to your study?			
Do you know how your work will be assessed?			
Have you received guidance on setting your own targets?			
Have you completed a LADS assessment?			
Have your English and Maths requirements been assessed?			
Information on your rights as a learner			Yes/No
Have you taken part in introductory activities around the Respect and Consideration for Others Policy?			
Do you know about the students Complaints Policy?			
Do you know about the Academic Appeals Procedure?			
Information on your responsibilities as a learner			
Have you taken part in introductory activities around your personal Health and Safety responsibilities?			
Do you understand the expectations of the FE Student Attendance Policy?			
Do you understand the IT Acceptable Use Policy?			
Do you know about the Academic Misconduct Policy?			
Do you understand the No Smoking Policy?			
Do you understand the Substance Misuse Policy?			
Do you know about the Student Disciplinary Policy and Code of Conduct?			

I confirm that my induction is complete. I understand and agree to comply with the expectations of Cleveland College of Art and Design, outlined within the Student Handbook. To support the Safeguarding of the College community I agree to wear my College ID badge and lanyard while on College premises and I agree to comply with the College No Smoking policy.

Student's signature	Date
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I confirm that this student has fully completed the Induction programme.

Staff signature	Date
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