

PROVIDER NAME: CCT College Dublin (CCT) POLICY AREA: Standard 6: Admissions, Access, Transfer, Progression Recognition and Certification		
Policy and Procedure Title: Induction of New Learners	Policy No: CCTP603	Version: 2.0
Policy Statement It is CCT policy that all new learners will receive an induction to CCT and their chosen programme of study. The purpose of induction is to familiarise new learners with all aspects of the college and their new environment and to provide opportunities to establish relationships with peers, staff and faculty. Induction provides learners with an opportunity to establish answers to questions they may have and enables the College to manage expectations of students and set expectations of them appropriately.		
Staff Involved Head of Admissions, Head of Student Services, Head of Faculty / Programme Leader / Faculty, QA Officer, Librarian, Deans, President, Faculty Coordinators.		
Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness
For each new programme intake, a designated induction period will be designed and implemented prior to the formal teaching commences. The induction programme will focus on general College matters as well as programme specific matters. It will include information specific to all learners and information that may only be of interest to specific groups of learners. Induction will allow new learners to meet with members of the College, and get a more precise understanding of the programme, structures, culture, mission, goals and operation of the college. In addition, new learners will be briefed on: college procedures, policies, information, assessments, policy and procedures and code of conduct. Specific induction sessions will be provided from IT services, the library, student services, the QA Office, and the programme administration teams. Information provided at induction is reinforced throughout the first week of classes and a second induction session is also provided. The purpose of the second session is to recap on any pertinent information that may have been missed in the previous assembly.	Head of Student Services in conjunction with departmental heads / SMT	E-mail communication Induction Pack

New Learners to CCT will be provided with an induction pack which includes information regarding the student handbook, CCT's Quality Assurance Manual and programme specific material.

The induction will include the following;

- Welcome and Introductions to staff

- Background and Overall Introduction to CCT
- CCT programmes and awarding bodies.
- Campus Building tour, and Health & Safety requirements
- Lecturing Staff Profile
- Student Handbook: general explanation, and go through more important sections (for e.g.: timetable and exam dates – importance of not missing exams)
- Quality Assurance policies and procedures and who to contact
- Programme Handbook: general explanation
- Focus on programme and first semester in question / Assessment schedule to be given to students in a couple of weeks / Module descriptions to be given to each student as classes are held / Academic Calendar
- Student services induction and explanation of:
 - Clubs and societies
 - Class rep system
 - Specialised supports
 - Relationships with health and counselling services
- Library introduction
- Moodle / EOLAS / IT services
- Student cards at CCT
- Useful tips to being a student at CCT

Students attendance at induction is tracked to ensure all students receive the relevant information. Any students who miss induction are required to meet with the Faculty Coordinator or Head of Student Services who arrange for the provision of all relevant information. Presentations from departments are also made available on Moodle for students to revisit.

Feedback on the effectiveness of the induction process is sought from participating staff and from the attending students through the class rep system. Feedback is used to inform the content and structure of the induction programme going forward.

Head of Student Services

Attendance log

Feedback / minutes of meetings

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
Head of Student Services	Each intake Annually	Induction feedback and class rep meeting Annual student service monitoring report

POLICY CONTROL SHEET

Policy Title	Access, Transfer and Progression
Responsible Officer(s)	Head of Student Services
Issuance Date	August 2018
Effective Date	August 2018
Last Review Date	January 2018
Supersedes	Version 1.0
Next Review Date	August 2019
Designated Reviewer(s)	Head of Student Services
Scope	All staff

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
Version 2.0	April 2018	Update to reflect responsibility of Head of Student Services and the current induction programme as implemented. Feedback mechanism amended to reflect current approach.	QA Committee	Academic Council

References upon which the Policy section is based

CCT Policy area	Access Transfer and Progression
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Core Statutory QA Guidelines, 2016
Related CCT Policies / Forms	CCTP1101 – Public Information CCTP901A – Academic Supports CCTP902A – General Student Supports, Pastoral, Disability and International Learner Support Services