

PROVIDER NAME: CCT College Dublin (CCT)			
POLICY AREA: Standard 6: Admissions, Access, Transfer, Progression Recognition and Certification			
Policy and Procedure Title:	<i>CCTP603: Induction of New Learners</i>	Policy No: CCTP603	Version: 2.2
<p>Policy Statement</p> <p>It is CCT policy that all new learners will receive an induction to CCT and their chosen programme of study.</p> <p>The purpose of induction is to familiarise new learners with all aspects of the college and their new environment, raise awareness of academic policies and regulations and their location, promote the ethos and culture of CCT 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.</p>			
<p>Staff Involved</p> <p>Head of Admissions, Head of Student Services, Head of Marketing, EDI Officer, Programme Leader / Faculty, QA Office, Librarian, Dean of Faculty, Faculty Coordinator(s).</p>			
Procedure Outline / Method(s) used to carry out this procedure		Responsibility of	Evidence generated by this procedure to ensure its effectiveness
<p>For each new programme intake, a designated induction period will be assigned and implemented prior to the formal teaching commences. The induction programme, which may be online and / or on campus, 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.</p> <p>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.</p> <p>Information provided at induction is reinforced throughout the academic year and an online orientation programme remains available to students throughout their studies. This is supplemented by the CCT Learning Space where students can access video, audio and text-based guides to support their understanding of the College, CCT services, policies and regulations, and how to develop their study skills.</p>		Head of Student Services in conjunction with ELT / Management team	E-mail communication Moodle Virtual induction Pack Welcome Webinar

<p>New Learners to CCT will be registered on the virtual Student Induction course hosted on Moodle prior to the start of their programme which includes information regarding the student handbook, CCT’s Quality Assurance Manual and programme specific material:</p> <p>The induction will include the following:</p> <ul style="list-style-type: none"> ● Welcome and Introductions to staff ● Background and introduction to CCT ● CCT programmes and awarding bodies. ● Campus and virtual campus tour, ● Health & Safety, netiquette and academic integrity requirements ● Intro to the programme leader ● 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 ● Student services induction and explanation of: <ul style="list-style-type: none"> ▪ Clubs and societies ▪ Class rep system ▪ Specialised supports ▪ Relationships with health and counselling services ● Library introduction ● Moodle and IT services, including accessing their student email address. ● Student cards at CCT ● Useful tips to being a student at CCT <p>Students’ attendance at induction is tracked to ensure all students receive the relevant information. Any students who miss induction are directed to the online orientation programme where a recording of the online induction has been posted.</p> <p>Feedback on the effectiveness of the induction process is sought from participating staff and from the attending students through the class rep system and or surveys. Feedback is used to inform the content and structure of the induction programme going forward.</p>	<p>Head of Student Services</p>	<p>Attendance log</p> <p>Feedback / minutes of meetings</p>
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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 Student Feedback surveys

POLICY CONTROL SHEET

Policy Title	Induction of New Learners
Responsible Officer(s)	Head of Student Services
Issuance Date	August 2018
Effective Date	August 2018
Last Review Date	July 2019
Supersedes	Version 2.1
Next Review Date	August 2024
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
Version 2.1	September 2019	Replacement of Head of Faculty with School Manager	SMT	Academic Council
Version 2.2	September 2022	Updated to reflect introduction of online orientation and induction programme.	QEC	Academic Council
Version 2.3	June 2025	Minor updates for clarification.		

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 CCTP901 – Academic Supports CCTP902 – General Student Supports, Pastoral, Disability and International Learner Support Services