



Working Together

Student Enrolment and Induction – Online and On- Campus Procedure

June 2020

History of Changes

Version	Description of Change	Authored by	Date
1.1	Separate procedure for Induction rather than combined with enrolment. Clearer information on responsibilities of those involved. Detailed Induction information for all types of student: full time, part time, progressing, late starts and school pupils	H Anderson	June 2019
1.2	Enrolment Procedure and Induction Procedure combined into one document	L Gilchrist	May 2020
	Amended to develop a two-stage induction – online and in college induction, to include more Online Enrolment and introduce the students' portal at stage one. Stage two – in college induction	L Gilchrist	June 2020

Student Enrolment Procedure

All applications will be enrolled online starting in July 2020.

Following an online application and offer of place, applicants will be sent an email requesting them to enrol online.

Induction will be in two stages:

- **Stage one will be programme team led and be delivered as an online induction, which will introduce students to the Student Portal and Student Services available.**
- **Stage two will be an on-campus college induction.**

Student Induction Procedure

The college's approach to student induction (online and on-campus) will recognise that contact with the college is part of a longer process of transition. This transition may be from secondary to further or higher education or from the workplace to study.

An effective induction is a crucial first part of ensuring that students are supported throughout their time at Borders College.

Stage One – Online Induction

Our online Induction for new students will cover the breadth of the student experience including an academic induction that addresses the skills required to read, research and study in the student's chosen subject area.

Induction will also cover student support available within college and how to access specialist student services.

Stage Two – On-Campus Induction

The On-Campus induction will cover the essential information that students require to study on Campus. This will include COVID 19 Risk Assessments and departmental specific working practices which are particular to the area of study.

Responsibilities of Curricular Portfolio Areas

Online Induction will introduce students to their curricular area of study and identify the level of commitment and standards that will be expected of them. The exact model of delivery of online induction may vary between programme teams but essential content should include an introduction to online studies, the student support services available to them and online engagement between staff and students.

On Campus Induction will be course tutor led and cover areas set out in course tutor checklist.

1. Curricular departments will need to consider the needs of part-time and late start students who should have the opportunity to undertake an online induction.
2. As part of online induction, students will have the opportunity to meet their Achievement Coach, the Advice Centre staff, student support teams including Learning Support, Mental Health Advisors, Student Finance team and the Students' Association representative through a series of podcasts, videos, etc. In addition to covering a range of topics e.g.:
 - Learning styles
 - Methods of learning and teaching within the specification in the subject,
 - What formative assessment are, when and why they are used
 - Methods of summative assessment and number of assessment attempts
 - The importance of their assessment schedule
 - How students will receive assessment feedback.
 - Students will be introduced to the Library, the Virtual Learning Environment, iLearn, Moodle and Enterprise activities.

Responsibilities of the Student Support Services

3. The Student Support Services will make contact with students who have disclosed a learning support need or a mental health issue to discuss support requirements and begin to make arrangements to support your transition to College study. In addition, the Learning Support team will provide opportunities to access online study sessions to support all incoming students; focusing on developing study skills and other generic skills required to make the transition into Further and Higher Education.

Responsibilities for the Students' Association

4. The Students' Association will provide students with information and opportunities to join in activities such as sports teams and to engage in volunteering and other activities encouraging new students to develop their skills in for example, teamwork, creativity and leadership (social distancing permitting).
5. The Students' Association will support development of a sense of community and belonging amongst students during induction week via social events and activities, delivered in conjunction with programme teams.
6. The Students' Association will promote opportunities for students to become actively involved in representing the student voice across the college for example as a student representative or as part of the Student Experience Committee.

Pre-Induction Procedures

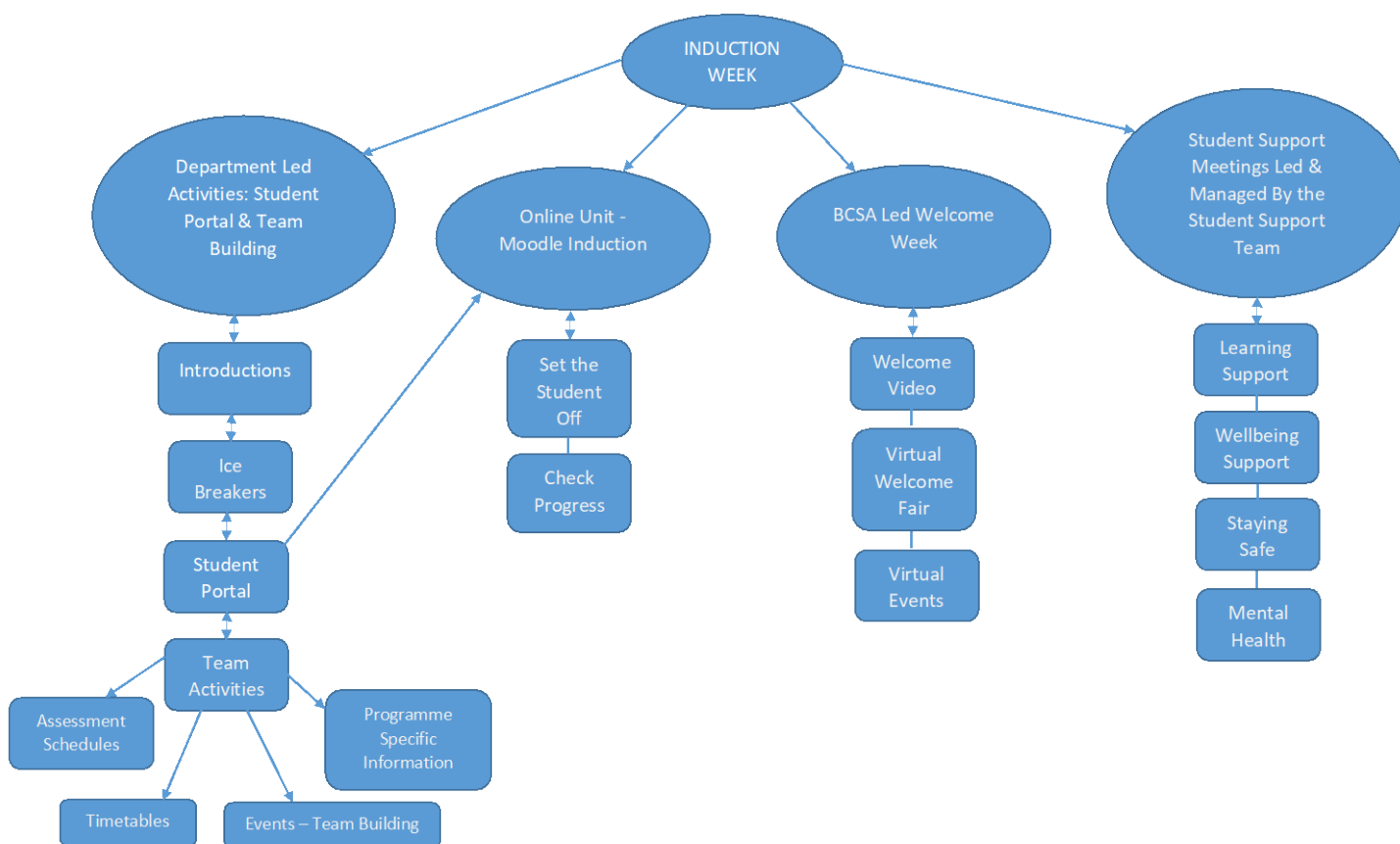
The transition to college begins after the student is interviewed and accepts their place. The acceptance of place is usually issued in spring term with students commencing college in autumn term.

All applicants will be sent 'keep in touch' emails. These emails will be sent between May and July. They will contain key information for students regarding Loan Laptops, Student Support and Finance.

Induction Procedures

Stage One

Online Induction



Stage Two

Will cover the essential information that students require to study on Campus. This will include COVID 19 Risk Assessments and departmental specific working practices which are particular to the area of study.

Stage One – Induction Week Activities

Introductions

Course tutor introduces themselves and, if available at this stage, other team members.

An introduction to other class member (possibly icebreaker exercise) is recommended at this point

Stages of Induction Explained

The course tutor explains the stages of Induction (online and on-campus). This will include the Student Portal, completion of an Induction unit on Moodle, Welcome week and Programme team Induction activities.

Welcome Week activities

The Students' Association will arrange a variety of Welcome Week Activities to introduce students to life at the college. The students Association will forward a timetable of activities to the course tutors before Monday 7th September.

Student Portal

The Course Tutor should then introduce the group to the Student Portal on the College Website. The Portal has been developed to cover all essential student information. The portal has a series of tiles covering the range of essential information and topics e.g. support services, funding, assessment requirements, on line study requirements etc.

Each tile has information on the topic and may include video clips or links to referral forms etc.

The Course Tutor should direct the students to the Student Portal and lead them through each tile.

Course Tutor Checklist: Student Portal

My Campus

- 1.1 Information on campus layout

Finance

- 2.1 Funding Tile and Video link Information on funding EMA, Bursary SAAS and other funding available

Student Advice

- 3.1 Support Services tile and video clip
- 3.2 Wellbeing and Mental Health Support; Wellbeing tile and video clip
- 3.3 Learning Support Learning Support tile and video clip

Achievement Coaches

- 4.1 Who are the Achievement Coaches and their role and how and why their Achievement Coach will contact them

Moodle

- 5.1 Highlighting the Moodle tile and play video clip

Essential College Information

- 6.1 College Calendar
- 6.2 What to do in the case of adverse weather
- 6.3 What the college asks of student – student regulations and link to Student Behaviour & discipline Policy
- 6.4 GDPR

Essential Assessment Information (link to assessment policy)

- 7.1 Plagiarism
- 7.2 Copy right
- 7.3 Malpractice – Video clip

Library Services

- 8.1 Introduction to Library services with video clip

iLearn

- 9.1 iLearn

Work Placement and Enterprise Activities

10.1 Work placement requirements

10.2 Enterprise

Student Feedback

11.1 Compliments and Complains

Borders College Students' Association

12.1 Induction to BCSA – Video clip

Student Reps

13.1 How to become a Student Rep. and the requirements of being a class rep

The course tutor will meet with the group at various times during on line Induction and introduce

Essential Course Information

- Timetable explained
- Course Structure explained
- Assessment Schedule explained
- Course Specific Information

Online Module Induction

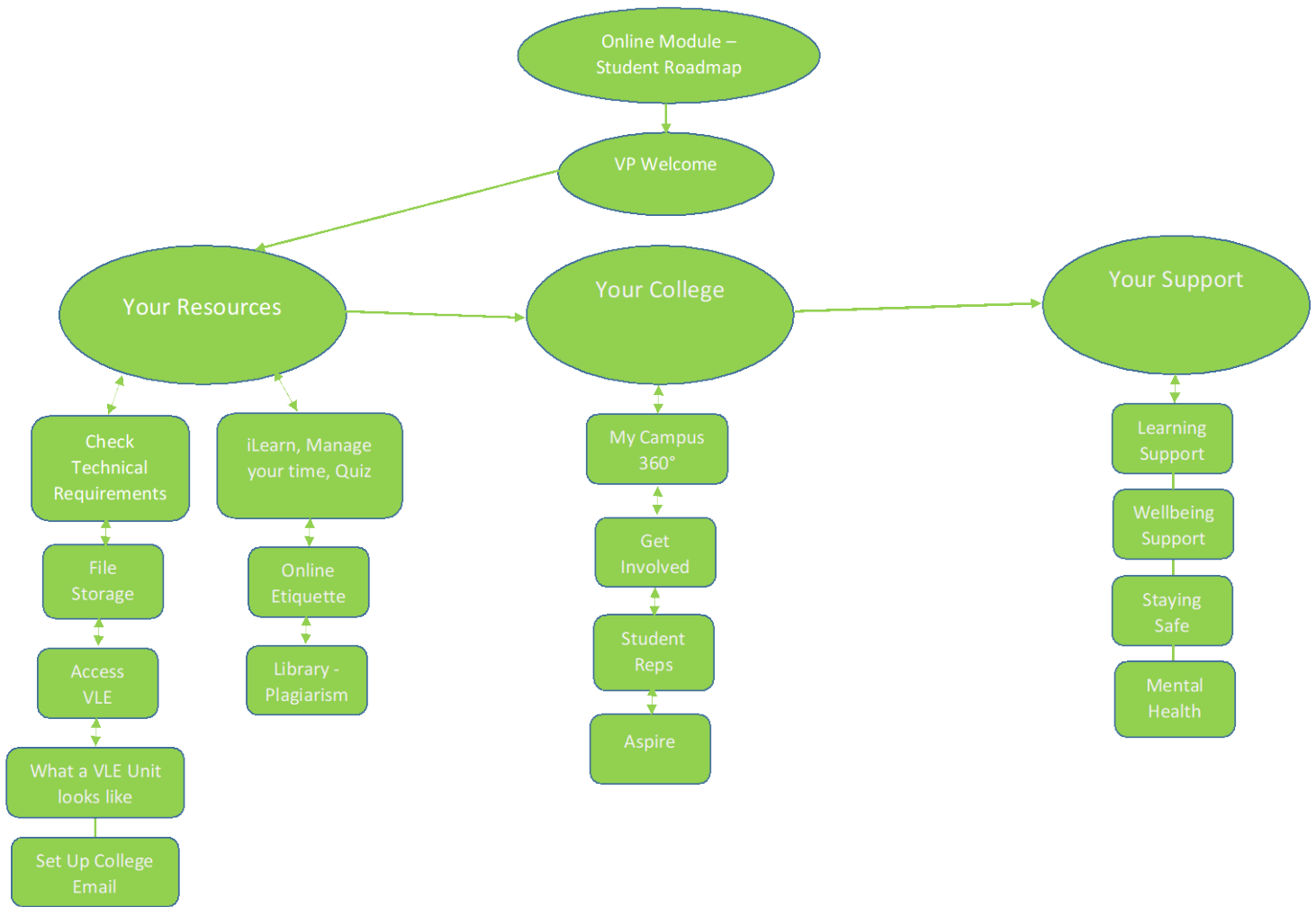
The course tutor should direct their students to the online induction unit on Moodle.

The online module has been developed to compliment the Student Portal.

The module has been developed into three topics:

- Your Resources – Focusing on essential IT information
- Your College – cover codes of conduct for online study, iLearn, Borders College Students' association
- Your Support – covers various topics to support students in their studies

Student Enrolment and Induction Procedure



Student Support Meetings

The Advice Centre Staff will facilitate a range of one to one student support meeting throughout Induction week. A schedule of meetings will be issued to Course Teams in August.

On Campus Induction – Course Tutor Checklist

(360° video of campus must be shown to group before they enter campus)

- 2.1 Staff meet students at Reception
- 2.2 Lecturer takes students to their classroom
- 2.3 Lecturer facilitates face-to-face introduction
- 2.4 Fire Drill and First Aid Procedures explained
- 2.5 COVID 19 Risk Assessment explained for campus e.g.
 - Routes around campus
 - Student union
 - Toilet facilities
3. Tour of Campus indicating the:
 - First Aid room
 - iLearn,
 - Library etc.
4. Course Specification COVID 19 Risk Assessment explained – with talk through requirements in teaching area
5. Travel to and from college
6. Practical Assessment – how we operate under social distancing

Student Enrolment and Induction Procedure

Status:
Procedure Dated: June 2020
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Equality Impact Assessed: May 2020