



Student Enrolment and Induction Procedure

June 2024

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 students: 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
1.3	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
1.4	Update on on-Campus inductions and for those progressing students	L Gilchrist	August 2021
1.5	Removal of reference to online induction. Removal of areas of responsibility	L Gilchrist	April 2022
1.5.1	Student signing of learning agreement on canvas	Jayne Gracie	June 2022
1.6	Update arrangements for Essential Information sessions, Online Induction, Enrolment & Induction Procedure	Lynne Gilchrist	March 2024

Student Enrolment Procedure

Our Student Enrolment & Induction procedure is delivered by a phased approach. This approach encompasses Essential, Information Session, Quiet Introductions to college, Enrolment & Induction procedures.

All new students are invited to attend an **Essential Information** session in June. These events allow new students to:

- Introductions to staff: lecturers, Student support officers, Borders College Student Association (BCSA) reps etc. staff and their classmates
- Receive their timetables
- Information on PPE requirements
- Travel & Funding Information
- Campus facilities

All students will be offered the opportunity to be enrolled online commencing in July 2024.

A series “Quiet Introductions to College “of face-to-face enrolment events will be offered to students who are unable to or would prefer not to enrol online.

These events will be supported by the Student Support Services team, Borders College Students Association (BCSA), Student Funding etc.

June 24					
W/C 17th of June 24	Monday 17th Essential Information Day Land-based	Tuesday 18th Essential Information Day Construction & Engineering	Wednesday 19th Essential Information Day Creative Industries	Thursday 20th Sport, Health, Social care, Childhood Practice & Supported Ed	Friday 21st Schools Academy Induction Please note construction will take place within schools where timetabled
JULY ONLINE ENROLMENT COMMENCES					
July 24					
W/C 1st 8th & 15th	Monday 1st, 8th & 15th	Tuesday 2nd, 9th & 16th No Activity	Wednesday 3rd, 10th & 17th No Activity	Thursday 4th, 11th & 18th No Activity	Friday 5th, 12th & 19th No Activity

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W/C 22nd	Monday 22nd No Activity	Tuesday 23rd Quiet Induction	Wednesday 24th No Activity	Thursday 25th Quiet Induction	Friday 26th No Activity
W/C 29th	Monday 29th No Activity	Tuesday 30th No Activity	Wednesday 31st No Activity	Thursday 1st No Activity	Friday 2nd No Activity
August 24					
W/C 5th	Monday 5th No Activity	Tuesday 6th No Activity	Wednesday 7th No Activity	Thursday 8th No Activity	Friday 9th No Activity
W/C 12th	Monday 12th Quiet Induction	Tuesday 13th No Activity	Wednesday 14th Lecturing staff return – Principal’s briefing	Thursday 15th Quiet Induction <u>Trauma Informed Practice Training</u>	Friday 16th Individual Prep for lessons
W/C 19th	Monday 19th Individual Prep for lessons	Tuesday 20th Individual Prep for lessons	Wednesday 21st Individual Team Meetings and prep for essential Assessment uploads (all Teams) IV13	Thursday 22nd Course Self-evaluations & course team meeting Please refer to team meeting handbook	Friday 23rd Start of Schools Academies

Student Induction Procedure

All full-time students will be invited to attend an on-campus Induction event. These events will be led by the curricular teams and focus on essential programme information. This will last between 3-6 hours per curriculum area.

Induction will introduce students to the college life and enable students to gain an understanding of the essential information pertinent to their course. This will include departmental specific working practices, PPE requirements for the course, placement requirements, timetables, assessment schedules which are particular to the area of study.

Other essential information will include how to access student support services such as IT, Finance, and Learning Support.

Students who haven't been able to enrol either online or in person will be invited to the Induction event. The Promoted Lecturer will arrange for these students to be enrolled during the 'on-campus' Induction.

Students will be sent an invite with a date and time to attend College for Induction.

Induction for Part Time students will differ between curricular areas, these induction sessions will be led by the Promoted Lecturer.

Induction day welcome to on-campus.

- The Promoted Lecturer (PL) and Student Support Officer (SSO) will meet & welcome students at the College Reception area.
- The SSO will take students to a classroom to meet the delivery team.
- Please refrain from large class groups congregating at the reception area

Student Induction Checklist (available in forms)

Topic	Date Achieved	Notes
DAY 1 Introductions Course tutor introduces themselves and explains Course tutor role and, if available, introduces the other team members		
Ice Breaker An ice breaker activity is recommended to introduce class members to each other		

<p>Fire Drill and First Aid Procedures explained</p>		
<p>Tour of Campus showing student facilities/ important areas:</p> <ul style="list-style-type: none"> • Areas to buy food & drink • Student Advice Centre • First Aid Room • Toilet Facilities • iLearn • Library • IT 		
<p>Travel arrangements and travel passes to and from College</p>		
<p>Week 1</p> <p>Before the end of the first week of Induction all students should have the following essential course information:</p> <ul style="list-style-type: none"> • Timetable & Progression weeks • Learning Agreement • Assessment Schedule • Course Specific Information • Kit /PPE requirements • How to access digital devices 		
<p>CANVAS & TEAMS</p> <ul style="list-style-type: none"> • How to access • Canvas training Module • Learning Agreement (to be signed) • Teams protocol 		
<p>Essential College Information</p> <ul style="list-style-type: none"> • College Calendar • What to do in the case of adverse weather • What the College asks of student – student regulations and link to Positive Behaviour Policy • GDPR 		

<p>Essential Assessment Information (linked to the Student Assessment Policy)</p> <ul style="list-style-type: none"> • Plagiarism • Copyright • Malpractice 		
<p>Introduction to BCSA Being a Class Rep</p>		
<p>Executive Welcome to College Events This will be coordinated by SSS team</p>		
<p>Meetings (to be arranged for class groups by Course tutor, within the first two weeks):</p> <ul style="list-style-type: none"> • Student Support Officer • For HN students only – meeting with librarian Harvard Referencing • Student Finance • ISLT 		
<p>Work Experience Support & Requirements (if applicable)</p>		
<p>Documents issued & returned to Curricular Administrator</p> <ul style="list-style-type: none"> • Work experience • Educational Excursion 		
<p>Within first 4-6 weeks</p>		
<p>Sustainability Modules Sustainability & Me</p>		
<p>Election of Class Reps</p>		
<p>Recap of Induction refer to Student Portal</p>		
<p>AFTER OCTOBER HOLIDAYS: First Class meeting led by student Rep</p>		

Introduction to the Student Portal & Tiles

The portal has a series of tiles covering the range of essential information and topics to support the student whilst at College, e.g. support services, funding, assessment requirements, online study requirements etc.

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 tile and video clip

Student Support Officer

- 4.1 Who are the SSO and what's their role, why their SSO may contact them

CANVAS

Highlighting the tile and playing 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 Policy
- 6.4 GDPR

Essential Assessment Information (linked to the Student Assessment Policy)

- 7.1 Plagiarism
- 7.2 Copyright
- 7.3 Malpractice

Library Services

- 8.1 Introduction to Library services

Work Placement and Enterprise Activities

- 9.1 Work placement requirements
- 9.2 Enterprise

Student Feedback

10.1 Compliments and Complains

Borders College Students' Association

11.1 Induction to BCSA –

11.2 How to become a Student Rep, and the requirements of being a rep.

Documentation

Before the end of the first week of Induction all students should have the following essential course information:

- FINAL Timetable
- Learning Agreement
- Assessment Schedule
- Course Specific Information
- Kit/PPE requirements
- How to access digital devices

Late Start Induction

The following is the procedure to introduce students who start after the official start date of Monday 26th August to their induction and their studies.

It is often said that 'late starts' leave early. To ensure that all students have an equitable and fair start to college a 'Late start support plan' has been developed.

For session 2024-25 we will accept 'late starts' onto our programmes up to and including week commencing Monday 23rd September (4-5 weeks).

Week commencing and RAG rating:

Monday 2nd September – Low risk of withdrawing

Monday 9th September – Low-Medium risk of withdrawing

Monday 16th September – Medium risk of withdrawing

Monday 23rd September – High risk of withdrawing

Evidence has shown that students who enrol late to a college programme are at a higher risk of withdrawing. This can be attributed to several factors:

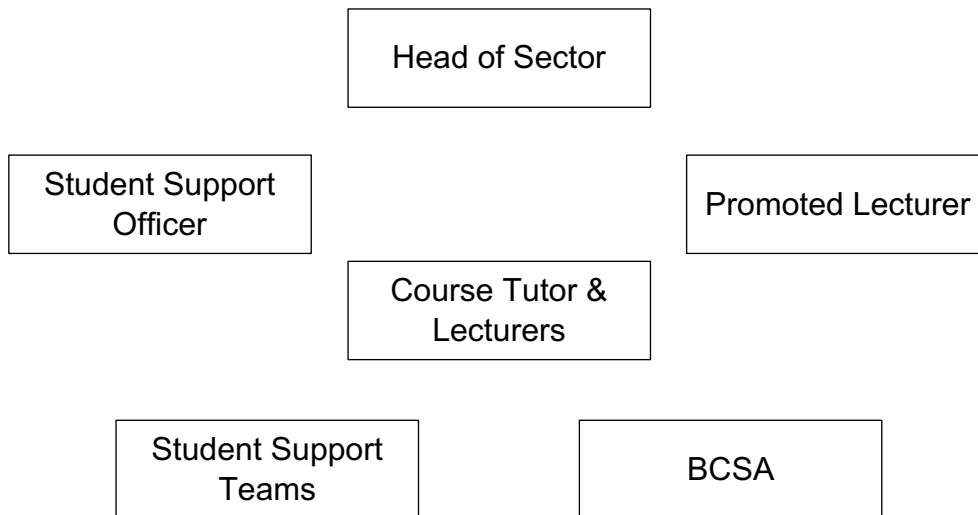
- 1) Feeling isolated from main group
- 2) The college and facilities being unfamiliar to them
- 3) Feeling that they can't catch up with class work
- 4) Not knowing how to access help and support

The later the student commences the higher the risk of withdrawal. Therefore, a higher level of support is required for students who join later in September.

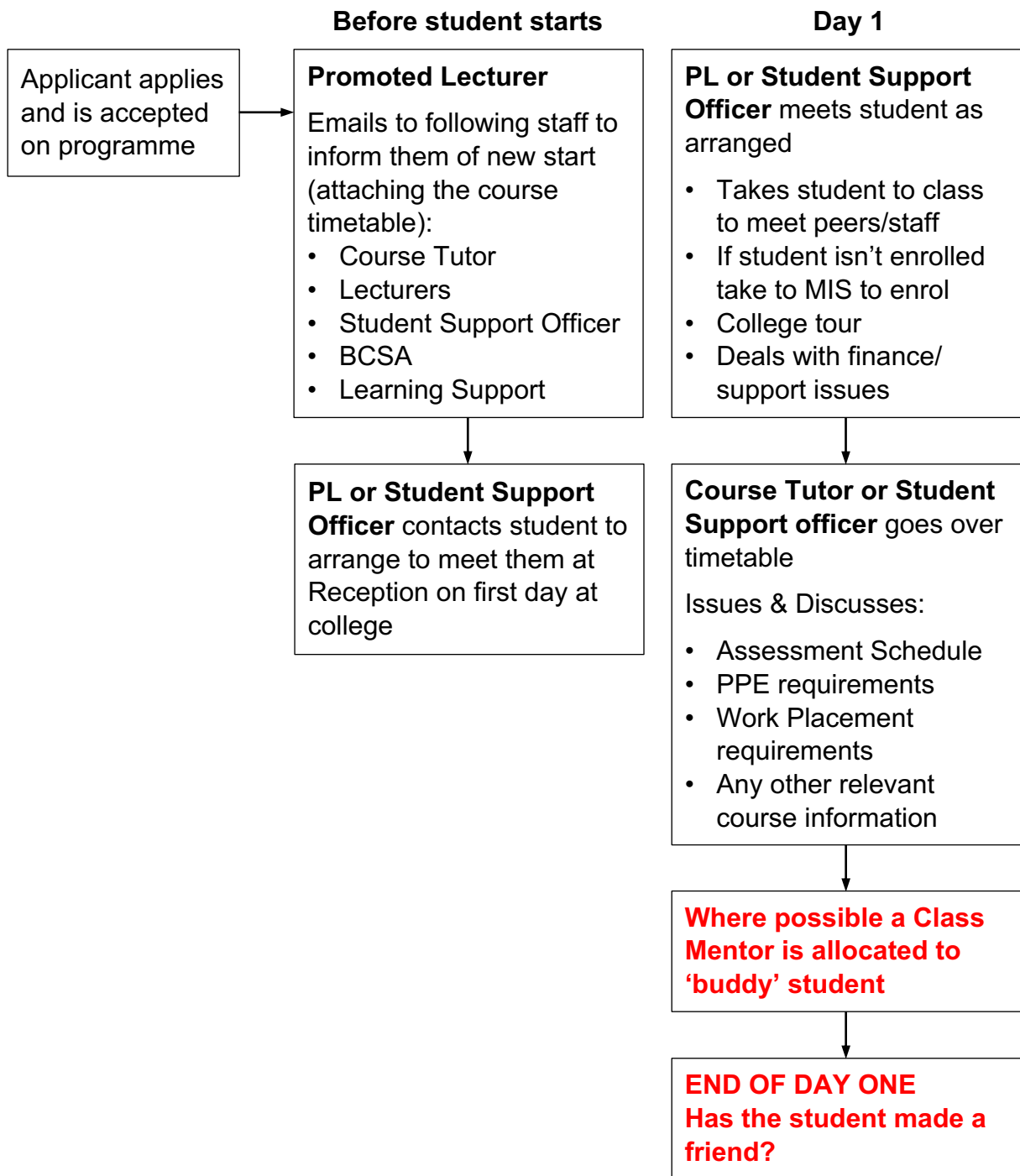
It is appreciated that the start of term is an exceptionally busy time and 'late starts' are often unintentionally overlooked by curricular teams.

So, who has responsibility for 'late starts' induction and first weeks at college?

The answer is – ***All of us!***



Late Start Student Support Plan



First Week

Course Tutor/Lecturer(s):

- Forwards all teaching materials missed to student
- Recaps on missed lessons

Week 1 to Week 5

Promoted Lecturer:

- Holds weekly Study Clubs to allow late students to catch up and to deal with funding/support issues
- Late starts are 'red' on Risk Register & tracking & Monitoring meetings until students have caught up

**BCSA:**

- Arrange weekly meetings
- Lunch time/coffee dates
- Feedback any concerns to Promoted Lecturer

BCSA 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 prior to induction.

Typical Welcome Week Activities may include:

- Fresher's Fair
 - To introduce students to a range of support in their local areas and have some fun before the beginning of their course.
- Awareness raising activities for BCSA
 - A range of ways to share the work of the Students' Association and introduce this to new students.
- Student Support Welcome Sessions
 - BCSA participate in the Student Support welcome presentations to different courses to become familiar faces with students.
- Event and Activities
 - To welcome students to college, help them meet new students and staff, and have fun.

Throughout the activities arranged by BCSA we aim to share the opportunities that the BCSA can provide to students such as being a Class Rep, a Student Officer, getting involved in help with events, and other opportunities.

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