



Institute for  
Education

## Course Participants' Induction Policy

[Version 1.3]

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<b>Policy Approver</b>	QAC	<b>Effective Date</b>	19/03/2017		

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## **1 Introduction**

- 1.1 The Institute for Education (IfE) regards course participants' induction as one of the key elements supporting our objective of welcoming, introducing and settling down our course participants. The IfE recognises that induction plays a critical role in shaping course participant perceptions of what the IfE offers and the commitment to deliver a high quality experience. The IfE also recognise that induction often forms the course participants' first experience.
- 1.2 This Policy identifies the components of induction for all incoming course participants (at all levels).

## **2 Purpose of Induction**

- 2.1 IfE is committed to ensure that course participants settle down as quickly as possible and are made aware of the support and services available to them.
- 2.2 The main elements of induction at the IfE include:
  - Welcoming course participants, by providing opportunities for social interaction..
  - Orienting course participants, by providing a comprehensive introduction to the IfE services and facilities as well as policies and procedures.
  - Building a learning partnership, by providing an introduction to and/or reinforcement of the programme of study, the methods of assessment, appeals mechanisms, availability of additional learning support, opportunity to undergo assessment of learning needs and related information.
  - Establishing effective administration, by providing an opportunity for each course participant to engage with the necessary administrative procedures so that they are accurately and efficiently enrolled on their course of study.

## **3 Outcomes**

- 3.1 The outcomes arising from the induction are that:
  - Course participants' specific needs and requirements are identified as soon as possible.
  - Course participants obtain guidance and support from lecturers/tutors at the first signs of any problems or difficulties which may have arisen.
  - Course participants' transition from previous patterns of study is smooth and effective.

- Course participants are able to provide support to their peers from the first few days of their IfE experience.
- Course participants recognise how the stages of their learning build upon each other into a coherent structure.
- Course participants are confident that the programme of study they have chosen is the one that will meet their needs and from which they will obtain satisfaction.
- Course participants gain an understanding of the course/module pedagogical guidelines and procedures, learning outcomes, assessment, and progression routes.
- Course participants receive guidance on accreditation of prior learning.

3.2 To enable these outcomes to be achieved all course participants undergo an induction which involves the following:

- A freshers’ event held prior to the commencement of the academic year.
- An introductory session hosted by the course coordination team in collaboration with the manager student affairs.

During these events, freshers will be provided with an overview of the course outline, the IfE portal, sources of help and support offered by the IfE team, the IfE policies and procedures and other useful tips.

## 4 Effectiveness

4.1 The effectiveness of the Course Participant Induction Policy at the IfE is monitored by the course participant feedback. Course participants will be asked to fill in online forms with their feedback after every course/module. The Quality Assurance Committee is committed to review the collected feedback in the strictest confidence whilst the Admissions department is responsible of monitoring retention statistics per course/module.

## 5 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	14/02/2017	Initial Release
QA Dept.	1.1	12/02/2023	Numbered all sections within the policy
Admissions Dept.	1.2	14/02/2023	Updated all sections within the policy

QA Dept.	1.3	25/01/2025	Updated in line with re-branding guidelines
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