
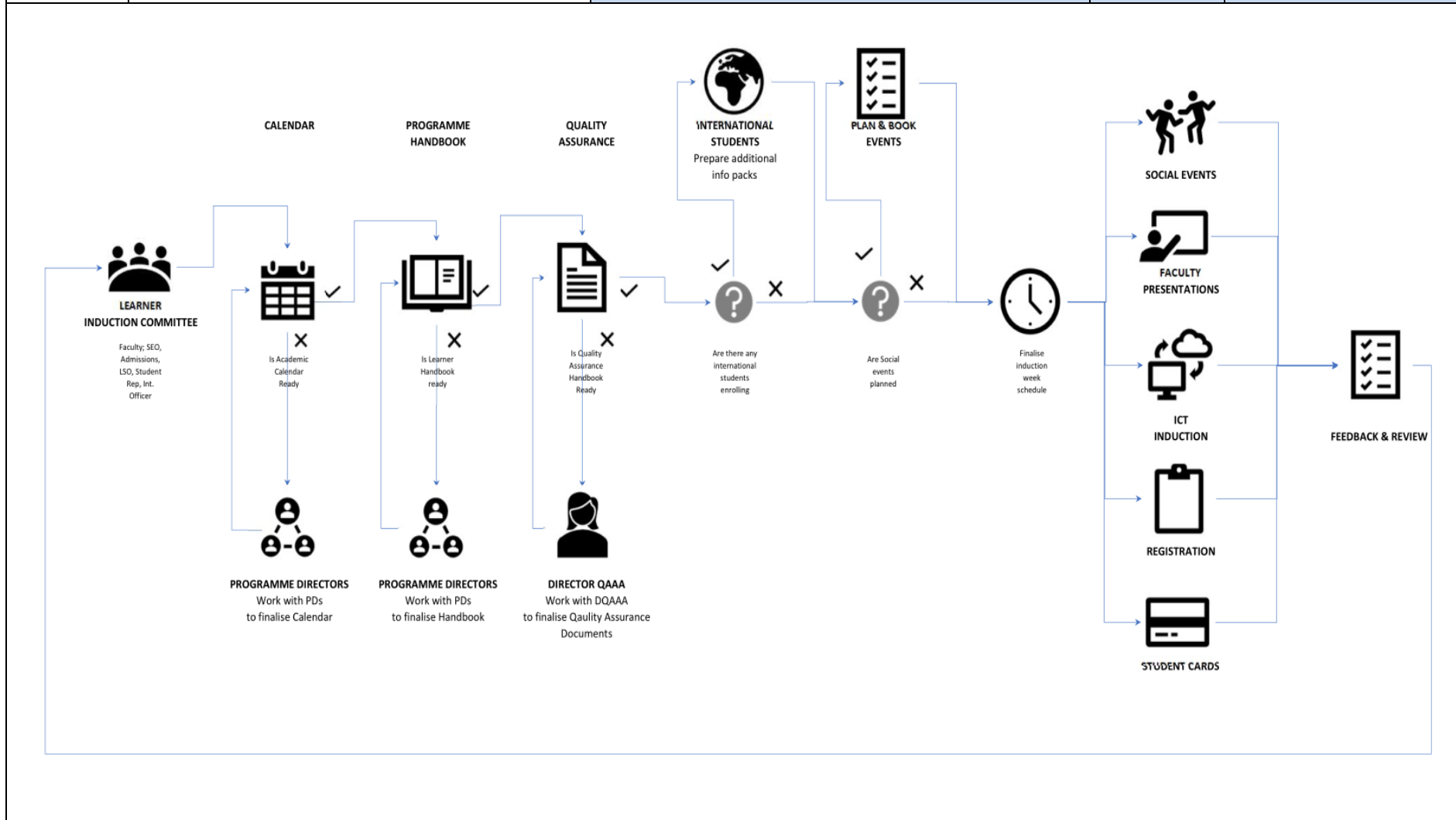


#	POLICY TITLE	POLICY AREA	VERSION	DATE ADOPTED
	<b>3.11 LEARNER INDUCTION POLICY</b>	3) PROGRAMMES OF EDUCATION AND TRAINING	3.0	July 2020



**Introduction and Context**

SNMCI believes that successful induction and orientation sessions, providing learners with the information, tools and resources to engage with their programme of study, can make them feel welcome, can prevent small difficulties becoming great difficulties, and can positively affect learner retention and satisfaction.

Every September we welcome our first year undergraduates for the first time and we welcome back our returning students. Induction sessions for first time learners aim to make them comfortable and at ease in their first few weeks at college. For returning learners it is more about re-orientation, bearing in mind that each academic stage brings a different set of rules, regulations, skills and expectations. Induction schedules are compiled with a view to ensuring that learners feel welcome and have all of the information they need to begin their studies.

The purpose of this document is to identify the minimum components of induction for all learners and to outline the induction procedure.

**Policy Statement:**

- SNMCI will conduct induction and orientation sessions prior to the commencement of the academic year.
- Each Year a Committee will be convened to coordinate all aspects of learner induction. The Committee will comprise of a representative from each of the programmes running in the College, the Student Engagement Officer, the International Officer, a representative from the marketing team, the Learner Support Officer and a learner representative.
- Induction sessions for learners will include both face-to-face and online induction and will seek to:
  - Provide necessary information about the College, its facilities and regulations which they can refer to in the weeks after orientation;
  - Provide an introduction to all aspects of programme/s of study thereby laying the foundation for the coming academic year;
  - Provide an 'online' induction for all programmes delivered in blended mode;
  - Facilitate 'social' interaction, initially in the virtual space, with other learners, administrative and teaching staff, fostering a sense of community;
  - Allow learners to provide feedback on their experiences through an anonymous online 'settling-in survey' which will inform the development of subsequent orientation and induction processes.

**Staff Involved:**

This policy is the responsibility of all staff, but in particular it applies to the Admissions Officer, International Officer, Programme Directors, Deputy Programme Directors, Student Engagement Officer and Learner Support Officer.

**Procedure****Person/s Responsible****Records generated**

		to ensure evidence of follow through
<p><b>Procedure Outline</b></p> <ul style="list-style-type: none"> <li>- The Learner Induction and Orientation Committee will meet to plan and coordinate all learner induction activities;</li> <li>- The Academic Calendar, including the week scheduled for induction, will be posted to the college website;</li> <li>- EU and International learners will be informed by the Admissions Office of any specific induction arrangements.</li> </ul> <p>Induction activities normally take place in the week preceding the first week of timetabled classes. Induction sessions will be delivered by college staff, through a number of media (presentations, workshops etc.) and with the support of various resources (presentation software, on-line resources etc.) as appropriate.</p> <p>At induction a specific “Using Learning Technologies” induction programme will be delivered to all learners.</p> <p>In order to successfully achieve the purposes of induction, the following will constitute the <b>minimum</b> content components of an induction programme. (From year to year, depending on numbers, resources, student suggestions etc, the Committee may exceed this list in particular with reference to social activities.)</p> <p><b>Induction will consist of the following:</b></p> <p><b>Administrative:</b></p> <ul style="list-style-type: none"> <li>- Orientation and welcome to the College with introduction to key members of college staff;</li> <li>- Introduction relating to services and facilities including library and ICT;</li> <li>- Completion of online induction module;</li> <li>- Overview of Learner Handbook;</li> <li>- Key College regulations;</li> </ul>	<p><b>Committee</b></p> <p><b>DQAA Admissions Officer /International Officer</b></p> <p><b>All staff</b></p> <p><b>PD’s DPD’s Programme Managers</b></p>	<p><b>Minutes of meetings and learner correspondence</b></p> <p><b>Academic Calendar</b></p> <p><b>Induction timetables</b></p> <p><b>Induction materials/resources</b></p> <p><b>Induction materials/resources</b></p>



### Policy Control Sheet

<b>Policy</b>	<b>QA 3.11 Learner Induction</b>
<b>Version</b>	<b>3.0</b>
<b>Adopted/Effective</b>	July 2020
<b>Supersedes</b>	Version 2.0
<b>Monitoring/Next Review Date</b>	Yearly/February 2020
<b>Responsible Officer(s) Designated Reviewer(s)</b>	Admissions Office, PD's, DPD's Student Engagement Officer; ICT
<b>Scope</b>	College wide

### References

<b>SNMCI Policy area</b>	<b>Programmes of Education and Training: QA Vol 2</b>
<b>Developed with reference to</b>	QQI (2016) <i>Core Statutory Quality Assurance Guidelines</i> QQI (2016) <i>Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis</i> <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), May 2015</i>
<b>Related SNMCI Policies / Forms/Resources</b>	Learner Handbook; Study Skills Handbook; Referencing Guide; Online Induction Programme; QA Manual FQA 8.1: Principles and Terms of Use of The College's Information and Communication Technology; FQA 8.1: Principles and Terms of Use of The College's Information and Communication Technology; QABFQA 8.2 B: Data Protection Agreement and Information for Learners PQA 8.1: Netiquette Procedures for Learners

### Revision

<b>Revision Number</b>	<b>Revision Description</b>	<b>Originator</b>	<b>Approved By</b>
1.0/July 2020	General update based on application for Blended Status	Office of DQAA	