



Regionally Focused – Globally Engaged

Student Enrolment and Induction Procedure

June 2022

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

Student Enrolment Procedure

All students will be offered the opportunity to be enrolled online starting in August 2022.

A series of face to face enrolment events will be offered to students who are unable to enrol online.

These events will be supported by ISLT, Student Funding & Student support services.

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. Induction for Part Time students will differ between curricular areas, these induction sessions will be led by the course tutor. Induction will introduce students to the college and offer the essential information required for their course. This may include COVID-19 Risk Assessments requirements, departmental specific working practices, PPE requirements etc. particular to the area of study. Other examples of essential information include how to access student support services such as ISLT, Finance, and Learning Support.

- Students who haven't been able to enrol will be invited to the Induction event. The CLM 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 day on campus timetable.

- CLM & Achievement coaches will meet & welcome students at the College Reception area.
- The Achievement Coaches will take students to a classroom to meet the delivery team.

Induction Checklist

Introductions

Course tutor introduces themselves and explains Course tutor role and, if available, introduces the other team members.

An ice breaker activity is recommended to introduce class members to each other.

Fire Drill and First Aid Procedures explained

Tour of Campus showing student facilities/important areas:

- Areas to buy food & drink
- Student Advice Centre
- First Aid Room
- Toilet Facilities
- iLearn
- Library
- ISLT

Travel arrangements and travel passes to and from College

Other Essential Induction Topics

This may include how to access the Student Portal and the information stored on the portal, how to enrol onto TEAMS and Canvas, how to contact support services, BCSA welcome week activities, work experience, functions or events specific to the area of study etc.

Student Portal

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

Achievement Coaches

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

VLE Platform CANVAS new for session 2022/23

- 5.1 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 & Discipline Policy
- 6.4 GDPR

Essential Assessment Information (linked to the Student Assessment Policy)

- 7.1 Plagiarism
- 7.2 Copyright
- 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

Class Representative

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

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

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

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.

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DOCUMENTATION ISSUED & RETURNED

- Work experience & Educational Excursion

NEW FOR SESSION 22/23

ON COMPLETION OF CANVAS TRAINING STUDENTS WILL BE ASKED TO SIGN THEIR LEARNING AGREEMENT.

Status:
Policy Dated: June 2022
Author: Assistant Principal
Review Date: May 2023
Equality Impact Assessed: May 2020