



Regionally Focused – Globally Engaged

Student Enrolment and Induction – Online and On- Campus Procedure

June 2021

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
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

Student Enrolment Procedure

All applications will be enrolled online starting in August 2021. Following enrolment, students will be emailed inviting them to attend either on campus or online enrolment.

- **Student Induction will be led by the programme team with delivery as either an online induction session or as an on-Campus event.**
- **Induction will introduce students to essential information regarding their studies, and how to access student support services and other essential Colleges services.**
- **Support services such as ISLT, Finance, Learning Support will be available to support students throughout the Induction process.**

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.

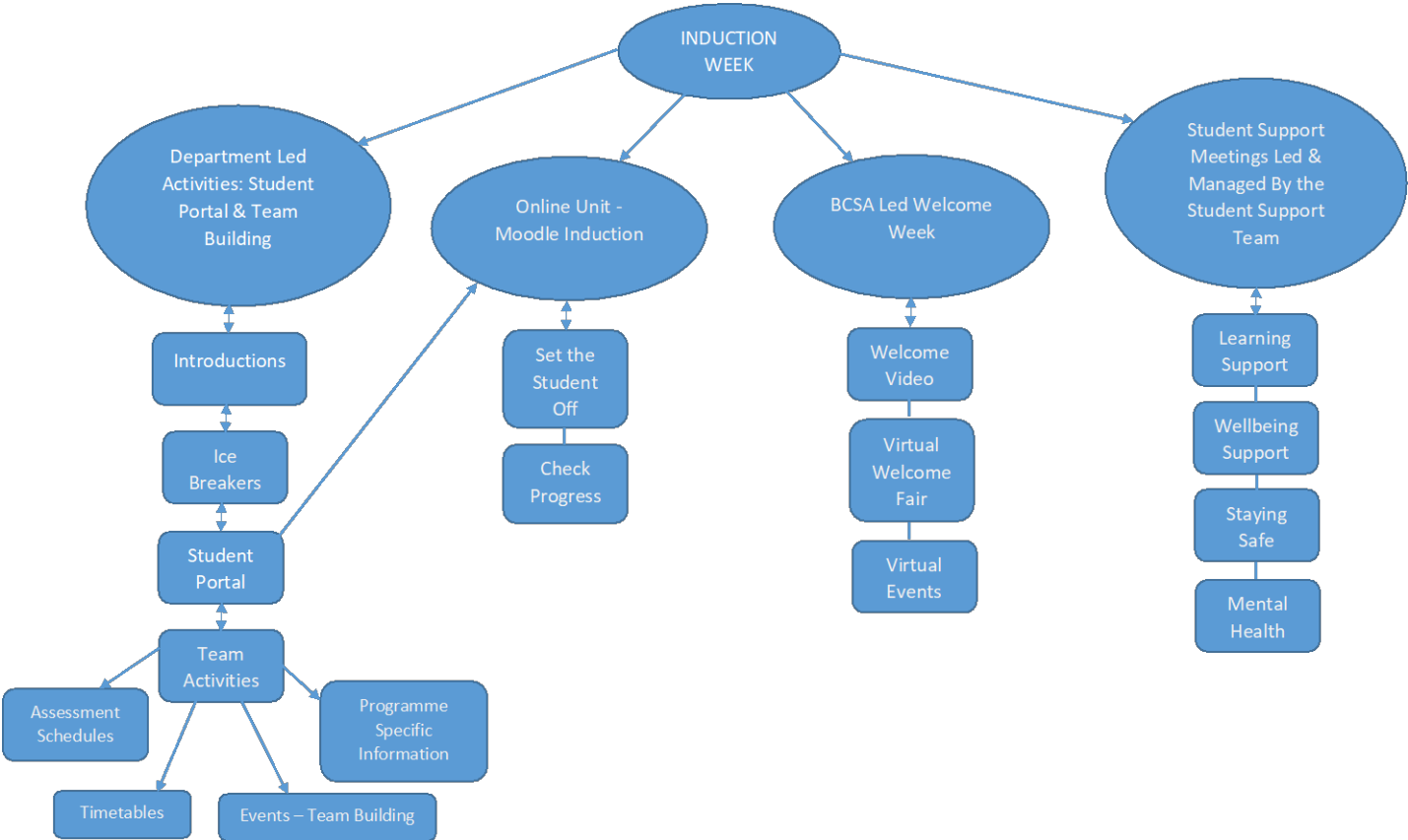
Induction will also cover student support available within College and how to access specialist student services.

A series of online modules will be available for both new and progressing students. These modules will be accessed through the College VLE.

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.

Induction Overview



Student Enrolment and Induction Procedure

On-Campus Induction – for session 21/22 most programme areas have requested an on-Campus Induction.

Students have been sent an invite with a date and time to attend College for Induction.

- CLM meet students either outside College Reception or at the Reception area (please ask students to refrain from congregating at College Reception)
- Achievement Coach takes students to their classroom
- Lecturers are in classrooms to meet and greet the students

Introductions

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

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

Fire Drill and First Aid Procedures explained

COVID-19

- Social Distancing
- Face coverings
- Protocols for informing college of a positive test

Tour of Campus showing student facilities/important areas:

- First Aid room
- iLearn
- Library etc.
- Toilet facilities

Travel arrangements and travel passes to and from College

Areas to buy food and drink

Induction Topics

The course tutor explains the areas or topics covered during Induction. This may include the Student Portal, Induction units on Moodle, Welcome Week and Programme Team 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 prior to induction.

Student Portal

Course Tutors introduce their students 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 to support the student whilst at College, e.g. support services, funding, assessment requirements, online study requirements etc.

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

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

VLE Platform

- 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 (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 the induction week to explain and issue information such as:

Essential Course Information

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

Online Module Induction for New Students

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

Online modules have been developed to compliment the information held within Student Portal for new and progressing students.

This 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

New for 21/22

- Scottish Government COVID safety module for college & University students
- College requirements & expectations whilst studying online

Online Module for Progressing Students

This module covers topics such as:

- Well Being
- Sustainability
- Study Skills / Research skills

Tips and Advice

- Have all your students met a new friend?
- Do your students have a timetable and know which classroom to go to on their first day on campus, or do they know how to login in to your first class?

Responsibilities of Curricular Portfolio Areas

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 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.

- 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.
- As part of 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, either in person or through a series of podcasts, videos, etc.
- In addition to covering a range of topics e.g.:
 - 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 an assessment schedule
 - How students will receive assessment feedback
 - Students will be introduced to the Library, the Virtual Learning Environment, iLearn, VLE platform

Responsibilities of the Student Support Services

- 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

- 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).
- 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.
- 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.

Student Enrolment and Induction Procedure

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