HE Student Induction Checklist 2021-22

| . **Induction Period Activity** | **Completed** |
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| I have been informed about, Health & Safety, fire exits, assembly points and toilet locations. I understand any measures that may be needed for Covid (social distancing, wearing of masks) |  |
| I have received information on Tutorial and The Confident Learner (if applicable) programmes. |  |
| I understand that the college monitors my attendance using Ontrack Pastoral and can provide support, and that I may be referred to student support if my attendance is cause for concern. I understand the importance of attendance/progress reviews. |  |
| I have received either a physical or digital copy of Student Handbook, Programme Handbook and Timetable. |  |
| I have applied for Student Finance/provided finance with an employer sponsor letter/have arranged payment of fees (delete as applicable) and understand I may be liable for unpaid fees. The hardship fund and bursary scheme have been explained. |  |
| I know where to access policies such as Student Code of Conduct, Absence Procedures, Student Disciplinary Policy, Health and Safety, Equal Opportunities, Fee and Access Plan, Appeals and Complaints Procedures (All accessible on Teams/Moodle). |  |
| I understand the need for safeguarding procedures and know how to contact the Safeguarding Team. |  |
| I have watched the PREVENT “Run, Hide, Tell” Video |  |
| I have completed the WEST assessments (if applicable). |  |
| I have completed the Dyslexia Screening |  |
| I have enrolled with the college and uploaded a photo. |  |
| I have been told about key support services – Wellbeing Officers, Careers, Library staff,  Study Coaches, Students’ Union. |  |
| A have received a campus tour covering Student Services, Refectories, Libraries, The Hub. |  |
| I have had the opportunity to participate in team building ice breaker activities provided. |  |
| I understand how the college collects student feedback, both formal and informal, and the via National Student Survey and have had an opportunity to put myself forward for election as student rep. |  |
| The tutor explained relevant college opportunities to me (clubs, societies, Centerprize, Freshers Fayre, ambassador scheme, careers). |  |
| I know who the study coach is and how to contact the HE Study Coach. |  |
| Work Based Learning and/or placement arrangements have been explained (if applicable). |  |
| I have completed the online Digital Skills induction and been shown key college systems (Moodle, Teams, HE Student Community Team). |  |
| I have enrolled with the partner university (if applicable), and understand; accreditation for prior learning/experience, extenuating circumstances, submitting work, the use of Turn It In, assessment calendar, results process, transcripts and appeals process. |  |
| I understand how my course will run (e.g. online learning or face to face) and that this may be subject to change due to government restrictions. I know how my tutors will contact me (email, teams, etc.). |  |

**I confirm the induction activities have been completed as above.**

**Name: Student Number: Signature: .**

**Date: Course: Year: .**