



Fairfield School of Business

Student Induction Policy

Version: 2.1 (September 2022)

Category: Policies - Student Support

Owner(s): Associate Deans

Approved by: The Board of Governors

Access: **Public** – Anyone can view this document

Scope: This policy applies to all taught provision at Fairfield School of Business (FSB)

1. Introduction

The Fairfield School of Business Induction is designed to welcome new students and help them to feel part of the School's community. It is also an opportunity to outline the responsibilities that students have as part of this community and to introduce them to the School's facilities. The Policy is aligned to the expectations and Core Practices of the Revised Quality Code for Higher Education; particular regard is given to the Code's accompanying guidance themes of:

- i. Enabling Student Development and Achievement
- ii. Quality Monitoring and Evaluation
- iii. Student Engagement

The policy also takes into account the School's Mission and Values:

Our Mission is to provide accessible and transformational learning experiences that meet or exceed the exacting standards of UK education, to inspire and develop future business leaders.

Our values are:

- Education and learning through excellence
- Accountability and academic integrity
- Professionalism and support
- Widening access and participation and promoting equality of opportunity

2. Purpose of Induction

Student induction encompasses the initial stages of the guidance and support services provided to students from before they enter the School and throughout their course. It is the School's policy that all students from a variety of backgrounds, with a wide range of learning experiences are entitled to receive an induction that aims to:

- i. ease the transition to studying in College;
- ii. introduce students to the skills, knowledge and demands of their, programme preparing them for study and adjusting to academic life
- iii. establish students as part of the College Community
- iv. introduce and raise awareness of key policies and procedures, such as the Student Charter which will outline the School's expectations of the student body

- v. complete enrolment to the partner university, so that relevant systems and resources can be accessed
- vi. provide introduction to the course and module structure with a full explanation of the assessment process

During their induction students will be provided with relevant information and resources such as, handbooks, course timetables and academic calendars and reading lists.

Additionally, students will receive a full introduction to campus facilities and a health and safety briefing:

- Introduction the School's VLE
- Introduction to the partner universities library and learning resources
- The school will promote opportunities for students to engage in the decision making processes that impact on their academic experience including the course representative system and Students Union

Personal Tutors will organise a 1 to 1 meeting with all students during the first 4 weeks of the course to assist with the production of a Personal Learning Plan. This personalised plan will identify strengths and areas for development that may benefit academic and personal progression, as well as identifying key skills gaps.

3. Management of the Induction Process

Responsibility for the development of effective processes and procedures associated with the quality assurance and maintenance of standards lies with the Academic Board

Deans, Course Coordinators and Student Support Service Managers will be responsible for designing the content and structure of students' inductions and ensuring presentations meet the School's quality standards

The School's Registry will be responsible for scheduling inductions around core teaching activities and will also be responsible for ensuring that students are notified about their induction within the specified time, as well as contacting students who cannot attend or miss their inductions to make alternate arrangements.

Students must make every effort to attend their scheduled induction

The School will ensure that all students, including those joining late, receive the benefit of a full induction; this will be held as soon as possible but within one week of their enrolment on the course.

4. The Prevent Duty

As a Recognised Higher Education Body, the School has a duty to provide a learning environment which adheres to the principles of academic freedom and freedom of speech. The School will also follow and embed all aspects of Prevent.

The School is committed to upholding the following shared values

- respect for democracy and support or participation in the democratic process;
- respect for the basis on which the law is made and applies in England;
- support for the equality of opportunity for all;
- support and respect for the liberties of all within the law;
- respect for and tolerance of different faiths and religious and other beliefs

The School will include presentations and discussions regarding Prevent, British Values and the School's safeguarding policy, this will inform students of how and when to report any concerns.

Students will also be consulted in particular the means by which it manages its obligations to preserve academic freedom with the need to ensure a safe learning environment for its students; such consultations will inform the ongoing development of the School's policies and procedures for upholding the Prevent Duty.

5. Review and Update

This policy will be reviewed annually by the Principal, changes to it will be reviewed and approved by the School's Board of Governors.



Version Tracking:

Version	Author / revisions by	Changes summary	Approved by	Date
1-1.2	Senior HR Officer Deputy CEO Quality Unit	Original version and subsequent annual edits	Board of Governors	Aug 2019 Sep 2020 Oct 2021
2.0	Quality Manager Associate Dean	All sections revised, new policy formatting applied.	Board of Governors	Jan 2022
2.1	Quality Manager Associate Dean	Annual review; no content changes; minor changes to document formatting.	Board of Governors	Sep 2022

Date of next review: September 2023