



[London School of Executive Training]

## **Induction Day Policy**

### **1. Introduction**

Induction is the initial stage of the guidance and support services which are provided to all learners. It is the LSET policy that all participants regardless of their programme or background, everyone is entitled to receive an induction that aims to:

- ease the transition to studying at LSET
- introduce participants to the skills, knowledge and demands of their programme and includes the transition between levels
- establish participants as part of the LSET community
- H & S briefings.

### **2. Key Principles**

Participants must be provided with all relevant and current information before and during induction with reference to their course. It is also a vital aspect of the induction programme that the range of services on offer are made known to participants and that they are made aware of how they can obtain access to these. They should complete their programme of induction considering that it has been well organised and of clear benefit to them.

### **3. Scope**

Induction shall welcome all participants to LSET, by creating a friendly atmosphere, help familiarise participants with their surroundings and ensure that participants are supported to prepare effectively to meet the demands of their chosen course/unit of study and eventual career path.

### **4. Content of Induction Programme**

The induction programme will ensure that participants:

- are welcomed by the Chairman, or in his absence, by a senior member of staff.
- have the opportunity to meet members of staff who will play a key role during their time at LSET
- are enrolled in their course of study
- learn about the services and facilities available to them
- are made aware of the aims of their course structure and booked on appropriate modules

- find out about the different learning and teaching approaches that will be taken and can identify their learning style
- receive initial advice on study skills and are aware of the support provided
- initiate a Personal Development Plan
- are informed about the key assessment regulations which apply to them
- discover how their course will be assessed and when they are to be assessed
- are made aware of relevant key policies
- are made aware of the arrangements that exist for them to be represented and for their views to be heard
- are informed about the procedures for reporting their absence from LSET and the implications of the absence
- are made aware of the importance of consulting with relevant staff if considering withdrawing from their course

## 5. During Induction Week

The induction programme will be scheduled and delivered in such a way to make for a coherent and effective introduction. It is essential that once published, any changes to the induction programme are kept to an absolute minimum. The programme should contain social activities that encourage participants to get to know each other and to become acquainted with LSET, the location of key staff, facilities and services. The induction programme will normally last for an hour at the beginning of the session.

Participants will be provided with necessary information in a participant welcome pack, including the following:

- Programme Sheet
- Course Timetable
- Assessment Schedule if any
- List of Key Staff and Contact Details
- Key Health and Safety Information
- Complaints policy and procedures

## 6. Environmental Impact

The environmental impact is the amount of paper used. It will be attempted to minimise this by double-sided printing where possible and also providing online materials.

I hereby confirm that I have also received, read and understood complaints procedure.	
<b>Date</b>	
<b>Name</b>	
<b>Signature</b>	

