



# ICHAS

## Section 8 - Student Supports

|   |  |                       |                  |
|---|--|-----------------------|------------------|
| <b>Subject:</b>                             | Procedures associated with Learner Induction and Orientation |                       |                  |
| <i>Date Approved by Board of Directors:</i> |  |                       | <b>July 2019</b> |
| Policy Version                              | 1/2019   | Date due for Revision | February 2024    |
| Parent Policy                               | Policy for Learner Induction and Orientation                 |                       |                  |

### INTRODUCTION

At ICHAS, procedures in relation to learner induction and orientation have been put in place which allow the learner to participate in a learning partnership. Induction and Orientation occur at the start of each programme and include:

- Providing an introduction to the programme of study, the methods of assessment, appeals mechanisms, availability of additional learning support, opportunity to undergo assessment of learning needs and related information and guidance.
- Providing opportunities for social interaction among staff/learners and signalling the value the College places on their decision to study with the College.
- Providing a comprehensive introduction to the College's services and facilities.
- Introducing regulatory information around awards and accreditation.
- Introduction with key personnel such as Programme Directors, Programme Coordinators, Student Support Officer and others. Ensuring opportunities to engage with the necessary administrative procedures so that each learner is accurately and efficiently enrolled on his/her programme of study and registered for appropriate modules.

### RESPONSIBILITIES

| ROLE/ PERSON                      | RESPONSIBILITY   |
|-----------------------------------|--|
| College President                 | Formal Welcome to College and Studies  |
| Vice President (Academic Affairs) | Provides an Academic induction and introduction to the Teaching and learning Ethos at the College. |
| Registrar                         | Provides orientation on Academic Standards and Assessment issues.                                  |
| Educational Technology Manager    | Introduction to Educational Technology used in the learning Environment                            |
| Information Systems Manager       | Introduction to the Information Systems  |

|                         |  |
|-------------------------|--|
| Director of Studies     | Introduction to Programme Information and information on student supports.   |
| Placement Manager       | Introduction around elements of Practice Based Learning                      |
| Programme Co-Ordinator  | Introduction to general Student Support structures and the campus facilities |
| Student Representatives | Information around College life at ICHAS                                     |

## PROCEDURES

Each Induction and Orientation session at the beginning of the programme includes:

- Formal welcome address by College President
- Formal address by the Vice President (Academic Affairs) on issues relating to Academic Standards and expectations and expectations of higher education
- Address by Student Representatives to provide information on Student life and activities as well as sports and recreational facilities and student engagement opportunities.
- Address by the College Registrar to introduce Academic regulations as well as Student Complaints and Appeals Procedures, Academic Calendar/Academic Framework/programme timetable. Identification of special needs – referral (where appropriate) to specialist services
- Addressed by the Educational Technology Manager.
- Address by the Information Systems Manager for support on IS hardware and software
- Address by the Programme Co-ordinator to introduce General Student Support Services and the campus facilities.
- Addressed by the relevant Director of Studies/ Programme Director on the aims and objectives of programme of study.

## GRAPHICAL PRESENTATION OF PROCEDURE

The following Chart outlines the key elements to be addressed in Student Induction/ Orientation Programmes at the College.

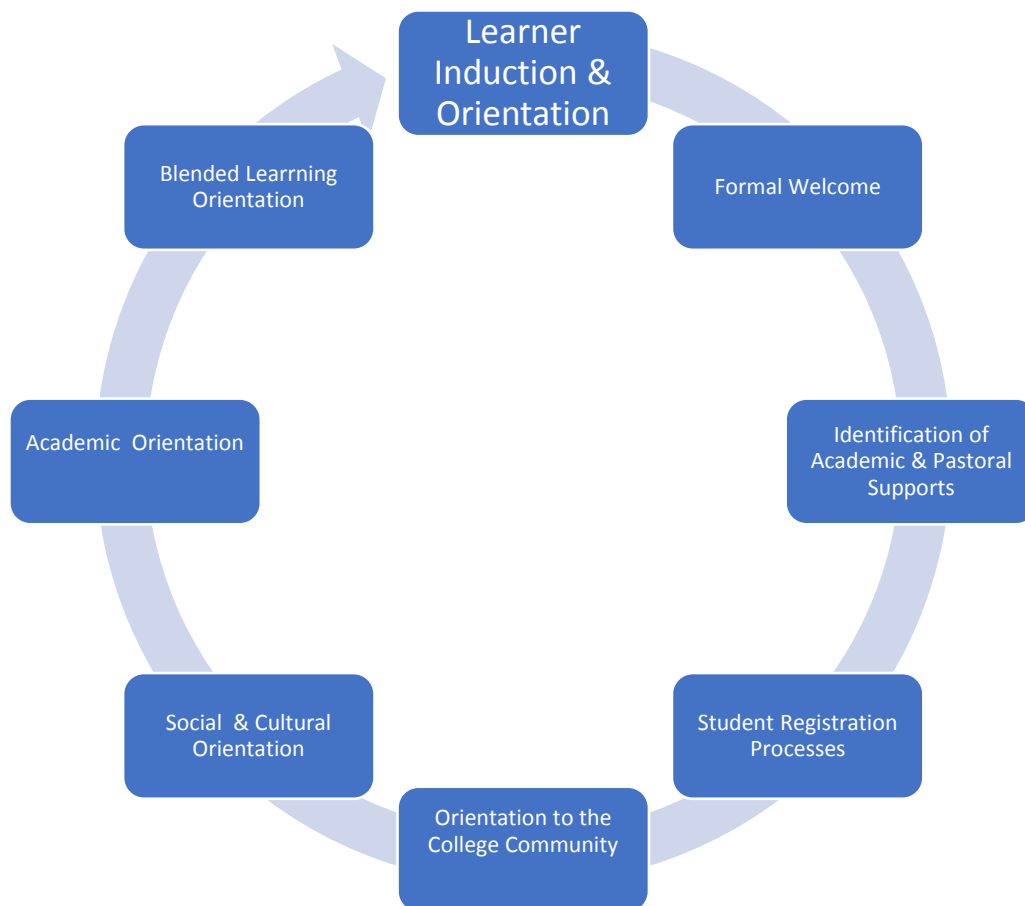


Figure 1 - Learner Induction & Orientation

### Linked Policies and Procedures

|                          |   |
|--------------------------|---|
| <b>Linked Policies</b>   | Policy on Learner Induction and Orientation<br>Policy on Access, Applications and Admissions<br>Policy on Protection of Enrolled Learners<br>Policy on Accessing General Student Services     |
| <b>Linked Procedures</b> | Procedures associated with Protection of Enrolled Learners<br>Procedures associated with Access, Applications and Admissions<br>Procedures associated with Accessing General Student services |