

<b>Irish Colleges Training Centre</b>		
<b>Procedural Manual</b>		
<b>Title</b> <b>Student Induction</b> Updated 19/01/2025	<b>Section</b> <b>Issue</b> <b>Page</b>	<b>QAP 14</b> <b>1</b> <b>1 of 2</b>

## **1.0 Purpose of Policy**

It is the policy of the College to introduce students to the environment and ethos of the College and to codes of practice and procedures.

## **2.0 Scope**

This procedure covers the induction process of students onto all courses offered by the College.

## **3.0 Responsibilities**

The Operations Director, College Administrator and Evening Course Co-ordinator have responsibility for the student induction programme.

## **4.0 Related Documentation**

- (a) Student Handbook which includes:
  - Student Code of Practice
  - Academic Calendar
  - Timetable
  - Details of Scheduled Examinations
  - Health and Safety
- (b) Application Form

## **5.0 Procedure**

- 5.1 Students attend the College on the day and time specified on their letter of offer.
- 5.2 The induction of day students will generally take place the day before course commencement. The induction of evening students will take place on set evenings throughout the academic year in order to cater for the various commencement dates of different courses.
- 5.3 On arrival students are welcomed by the Academic Registrar / College Administrator / Evening Course Co-ordinator (as appropriate).

<b>Document Approval</b>	
Authorised By: G. Anderson	05/03/2020

<b>Irish Colleges Training Centre</b>		
<b>Procedural Manual</b>		
<b>Title</b> <b>Student Induction</b>	<b>Section</b> <b>Issue</b> <b>Page</b>	<b>QAP 14</b> <b>1</b> <b>2 of 2</b>

- 5.3 The student handbook is distributed to each student, the contents of which are as outlined at 4.0 above and these are dealt with by the Academic Registrar / Evening Course Co-ordinator throughout induction. Students are also informed that a more detailed version of the student handbook should be downloaded from the teaching drive on the college computer system.
- 5.4 The Assistant / Student Support Officer guides students through the library which is available to them throughout their course and outlines the facilities available.
- 5.5 All students are required to sign the student handbook acceptance form stating they have read, understood and agree to abide by the rules and regulations outlined in the student handbook. This form is retained in each student's file held in the Administration Office.

<b>Document Approval</b>	
Authorised By: G. Anderson	05/03/2020