

Online

| Induction Plan | |
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| Action | Notes |
| Pre-induction Online | |
| <ul style="list-style-type: none"> • Assessments <ul style="list-style-type: none"> ○ LEQ ○ Buzz Quiz • Attend Welcome Address • Explanation of social distancing – current Covid19 situation. • Shown how to log on – tour of VLE • Key information <ul style="list-style-type: none"> ○ Key contact information including absence reporting ○ Structure of College ○ Location of tutor/staff workroom ○ Induction Timetable ○ Term Dates ○ Emergency Information – Health and Safety - First Aid ○ Discuss PPE – where applicable • Expectations outlined – Attendance, punctuality, behaviour, lanyards, English and maths. | <p>Buzz quiz already online LEQ already needs its format looking at. TY to talk to TP Large talks in the theatre are unlikely to be possible and welcome address may need to be recorded and moved online. Students may will most likely want some reassurance of what processes have been put in place to keep them safe prior to starting.</p> <p>An introductory video could be created to guide students through the VLE</p> <p>Introductory videos could be created to provide key information and expectations.</p> |

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| By the end of Day One | |
| <ul style="list-style-type: none"> • Meet, greet and Welcome • Check results – Study Programme eligibility – <i>Right Student: Right Course</i> • Check contact details • Icebreaker activities • Receive Lanyard and ID cards • Receive Timetable • Tour • Review areas covered in Pre-induction • Set as homework – <ul style="list-style-type: none"> ○ Tour of Promonitor <ul style="list-style-type: none"> ▪ Student Pages – Overview of My Courses Completed ▪ Information I have Read Completed – Sign Code of Conduct | <p>Could be set up as an instructional video and set as homework.</p> |
| By the end of Week One | |
| <ul style="list-style-type: none"> • Check and review understanding of homework from day one • Student Services Induction – Speed dating • Check students are wearing lanyards • Student is present on all registers • Course handbook | <p>Online</p> |

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| By the end of Week Two | |
| <ul style="list-style-type: none"> • Attend Freshers' Fair • Introduction to NUS – buy cards if wanted • Joined the Library • Assessments <ul style="list-style-type: none"> ○ BKSBs? • Set as homework – <ul style="list-style-type: none"> ○ Promonitor: <ul style="list-style-type: none"> ▪ My Goals ▪ My Strengths and Development ▪ My SMART Targets | <p>Freshers' Fair may need a rethink. Introduction to NUS could be an online video.</p> |
| By the end of Week Three | |
| <ul style="list-style-type: none"> • Student Rep Elected • Health check – is the student on the right course? | |
| By the end of Week Four | |
| <ul style="list-style-type: none"> • Register with Awarding Bodies • Library Induction | |
| By the end of Week Five | |
| <ul style="list-style-type: none"> • The White Horse Foundation | |
| By the end of Week Six | |
| <ul style="list-style-type: none"> • Review week – 1:1 Review <ul style="list-style-type: none"> ○ Review of My Pages - Promonitor ○ Progress against SMART Targets ○ Programme check – do changes need to be made? • Complete learner voice survey • Emergency Evacuation | |

Other things to consider:

- DBS
- Confirm LSA allocation
- Complete Induction Review checklist with each student
- Access to SoW or assessment schedule
- Like both the student form to sign confirmation on staged induction doc and checklist on other doc. Could we do a combination of both?