

Student Induction Policy

September 2025

Scope	All Staff and Students at UK Business College
OFS Condition	B1
Strategic Plan	Pillar 1 and 2
Access:	Public

Version 1.3

Approved by the Board of Governors

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1. Introduction

1.1 It is the policy of UK Business College (UKBC) that all students are entitled to receive an induction programme that introduces the student to their programme of study and the facilities available to them. The purpose of college induction is to achieve the following:

1.2 The UKBC induction will typically last one week in duration (2 days based on current timetabling).

1.3 Each cohort commencing a programme of study at UKBC will receive their own induction, in line with their teaching timetable (weekday or weekend).

1.4 The policy is aligned to the expectations and core practices of the UK Quality Code for Higher Education 2024, and takes into account the College's strategic plan, and associated mission.

1.5 Our Mission:

- Provide accessible, high-quality and transformative education that empowers underprivileged students from diverse backgrounds, fostering their success and promoting community engagement and social responsibility.
- Expand our educational portfolio beyond business, aiming to offer a diverse range of accredited degree programmes.
- Pursue UK degree-awarding powers to elevate our academic offerings from HND to full degree qualifications.
- Deliver high-quality, accredited programmes that meet UK standards and enhance students' career prospects.
- Develop and maintain industry and university partnerships to provide students with real-world learning experiences and employment opportunities.
- Offer innovative curricula that address current and future challenges across diverse and emerging disciplines and sectors, preparing students for a rapidly evolving global economy.
- Provide comprehensive professional development services, including mentoring, workshops, and career counselling.
- Implement a robust student support system with personalised guidance and resources.
- Conduct and disseminate innovative, interdisciplinary research, including pedagogical research, that advances knowledge, informs industry practices, and addresses real-world challenges across diverse fields of study, both locally and nationally.

1.6 The College believes that a comprehensive and engaging induction policy will have a

positive effect on student engagement and belonging, thus supporting student continuation and success.

1.7 Every student will be required to read and sign the College's Enrolment Terms and Conditions prior to commencing their induction; the terms and conditions set out clearly the College's expectations of its students, as well as its obligations to them. Similarly, students will also be introduced to the 'Student Charter', which outlines

2. Induction Objectives

2.1 The following outlines the primary objectives of student induction at UKBC

- To enable students to familiarise themselves with the College environment and the learning spaces.
- To provide an opportunity for students to build relationships with staff and their peers, and to begin fostering a sense of campus community and student belonging.
- To provide opportunities to identify academic and student support needs.
- To raise awareness of college policies and procedures.
- To develop an awareness and understanding of the rights and responsibilities of both staff and students, via the Student Charter.
- Expectations of students whilst formally enrolled on a programme of study at the College.
- To give clear information about methods of learning and assessment procedures.
- To provide students with relevant information and resources such as, handbooks, course timetables, academic calendars, and reading lists.
- Introduction to the College's VLE and learning resources, including HN Global for Pearson provision.
- Outline the requirements of the awarding body responsible for the course/programme that the student is enrolled on.

2.2 Students will receive an introduction to key staff and their roles, including:

1. Academic staff
2. Academic Support

3. Student support
4. IT
5. Registry
6. Operations staff

3. Management and Planning of the Induction

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

3.2 Academic managers, including the Associate Dean, Course Coordinators, and Student Support will take responsibility for preparing the content and structure of student inductions, and ensuring presentations are fit for purpose and meet the College's quality requirements

3.3 The Associate Dean, with support from Admissions and the Principal, will schedule dates for inductions.

3.4 Students are expected to make every effort to attend their scheduled induction and contact the College if they can't attend so that alternative arrangements can be made.

3.5 The College is committed to ensure that all students, including those joining late, receive a full induction.

4. The Prevent Duty

4.1 As a Higher Education provider, the College has a legal duty to provide a learning environment which follows the principles of academic freedom and freedom of speech. The College will also follow and embed all aspects of Prevent.

4.2 The College 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.

4.3 The College will include presentations and discussions relating to Prevent, British Values and the College's safeguarding policy, which will inform students of how, when and who to report any concerns to.

4.4 Students will also be consulted regarding the means by which the College manages its obligations to preserve academic freedom and the need to ensure a safe learning environment for its students; these consultations will inform the development of the College's policies and procedures for upholding the Prevent Duty.

5. Policy Review

5.1 This Policy will be reviewed each academic year, unless there are internal or legislative changes that necessitate earlier review. The Policy will be approved by the College's Board of Governors.

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