



**English  
Path**

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## **English Path Induction Policy**

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## **1. Purpose**

- 1.1 The purpose of this document is detail to English Path's (EP from now on) induction policy for both new and returning students.

## **2. Context**

- 2.1 Induction is an important and informative event for students. Students new to EP need to understand the rules, regulations and policies that apply to them whilst undertaking their programme of study. Information about EP generally, policies to do with, for example, attendance and the challenges of living abroad (for international students), are of direct importance and ensure all students are treated fairly. New students also require information about their programme of study and the requirements of the awarding body for the programme they are undertaking.
- 2.2 Returning students starting a new semester of study on their programme find it helpful to be reminded about EP policies and procedures. Importantly, returning students need to know if they have been any changes in, for example, awarding body requirements, EP policies and procedures, and any new policies that need to be brought to their attention.
- 2.3 Whilst much of the information about EP policies and procedures is available in the Student Handbook, it is nevertheless essential that this information is presented at induction. This permits students to ask questions, seek clarification and understand the policies and procedures, as they apply directly to them, more fully.

## **3. Induction policy for new students**

- 3.1 All new students must be provided with an induction programme during the first week of the first semester of their programme of study. The induction programme is timetabled to take place during the first day of each new students course and should be used as an opportunity for students to meet staff of EP.
- 3.2 The induction programme should cover the following:
- General context of EP including its aims and values.
  - Expectations of students whilst formally enrolled on a programme of study at EP and the EP Student Code of Conduct.
  - Information about the external environment in which the EP is located and key facilities that students can use, especially public libraries, sports facilities and other facilities students may wish to use.
  - Requirements of the awarding body appropriate to their programme of study if relevant.
  - EP approach to academic and pastoral care.
  - Careers advice and guidance provided by EP.
  - Learning resources provided by awarding bodies and EP in respect of the students' programme of study.
  - Use of local libraries.
  - Information about assessed work including when students can expect return of course work and the provision of feedback on student work.

- Any other information that may be valuable to students

#### **4. Induction policy for returning students**

- 4.1 All returning students should join the new student induction if they have been away from EP for 6 months or longer.

#### **4. Student feedback on induction**

- 5.1 Following the induction programme during the first week of a student's course, feedback from students should be obtained in order to assess their experience, what was most valuable and what changes could be introduced to enhance induction. A short questionnaire which will result in both quantitative and qualitative data should be used. A suggested questionnaire is provided in Annex 1.

- 5.2 The Student Services Officer should write a short report using data from the questionnaire and any feedback from staff who delivered the induction programme every six months. The report should identify both good practice and strengths of induction, together with recommendations for enhancement for the next semester. This report should be considered at the next meetings of the Executive Management Board.

#### **6. Concluding comments**

- 6.1 Induction is important for students and EP. It enables students to understand the policies and procedures that are associated with their programme of study and provides a critical point of communication between EP and its students. Well-conducted and well-structured induction sessions ensure students make the best start to the new semester.

### Annex 1: Induction questionnaire

EP carefully plans its induction programme for students to help ensure that important and essential information about your programme of study, EP policies and procedures and the requirements of your awarding body are clearly and concisely communicated to you. This information is available from various sources, such as the EP website, awarding body website and your Student Handbook.

We would like to obtain feedback about your experience of the recent induction programme to identify what worked well for you and where improvements can be made.

Please respond to each statement provided (tick one box) and write some comments in the two boxes provided. Thank you.

Programme of study ..... Date .....

1. I found the induction programme very helpful to my understanding of the EP's policies and procedures

strongly agree			agree			neither agree nor disagree			disagree			strongly disagree		

2. The induction programme helped me understand my responsibilities as a student enrolled at EP

strongly agree			Agree			neither agree nor disagree			disagree			strongly disagree		

3. The induction programme helped me to better understand to role of Student Services Officers

strongly agree			agree			neither agree nor disagree			disagree			strongly Disagree		

6. The induction programme made clear to me what resources and support are available to help me settle in to life in the UK

strongly agree			agree			neither agree nor disagree			disagree			Strongly Disagree		

**Please provide written comments in each of the boxes provided below**

Please indicate which aspects of the induction programme you found the most useful

Please indicate how the induction programme could be improved