

**INDUCTION POLICY**

1. All students must receive induction to the college and their programme of study.

2. College Governors should ensure that an induction for each group of students has been planned and that tutors are aware of their responsibilities in connection with induction.

3. No single format is suggested for induction since needs of students and programmes vary. The induction period must, however, include the following essential elements:

**Getting to know the learning venue**

Emergency procedures

General orientation

Introduction to the courses

**Introductory presentation**

Assessment procedure

Tutorial arrangements

Resources & IFDC website access

**Managing studies**

Action planning

Learning agreement

Plagiarism

Study skills

Getting extra support

**Rights and Responsibilities**

Academic Appeals Policy

Assessment & Quality Assurance Strategy

Complaints and Whistleblowing Policy

GDPR Policy

Equality & Inclusion Policy

This policy was approved by the IFD College Governors on 28th February 2023 and will be reviewed every 3 years.