



## **IFD COLLEGE 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 (to be completed at the end of training day)  
Plagiarism  
Study skills  
Getting extra support

### **Rights and Responsibilities**

Academic Appeals Policy  
Assessment & Quality Assurance Strategy  
Complaints and Whistleblowing Policy  
Data Protection Policy  
Equality & Diversity Policy

This policy was approved by the IFD College Governors on 1<sup>st</sup> December 2018

Review date December 2021