

## INDUCTION CHECKLIST

### ALL COURSES WITH 119 OR FEWER GUIDED LEARNING HOURS

#### COLLEGE & COURSE INDUCTION

<b>Course :</b>		<b>Year :</b>
		<b>COURSE CODE</b>
Induction Guidelines Section	COURSE/COLLEGE INDUCTION POINTS	✓ When Complete or N/A
1	Evacuation procedure/fire drill, health & safety issues, no smoking policy, access to First Aid	
2	Copy of part time student College Handbook, if appropriate	
3	How to find relevant, essential rooms and services	
4	Student Charter/Students' Rights	
5	Opportunities for additional support for students with physical disabilities/learning difficulties	
6	What is expected of the student	
7	Attendance policy (if appropriate)	
8	Course aims, structure and content	
9	How the course will be assessed, examined, reported and how to appeal against grading decisions, if applicable	
10	How to enter examinations/register with awarding bodies and the associated costs (if appropriate)	
11	Examination entry dates to be given to students.	
12	How to make view known about the College and the course, i.e. student surveys, end of course evaluation, complaints procedure.	
13	Induction confirmation (form DIV10)	
14	Equal Opportunities Policy and the College's Disability Statement	

**Tutor Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

*Please store this checklist in the Course Quality Profile as evidence of your completed induction programme.*