

WEA Student Induction Policy

1. Purpose

To define students' entitlements to induction.

2. Values

The WEA believes that all students should benefit from an induction that:

- Enables them to confirm that their chosen learning is appropriate for their needs
- Signposts or refers them to other opportunities where appropriate
- Prepares them to gain maximum benefit from their chosen learning
- Sets out what they can expect from their course and from the WEA
- Provides them with information relevant to the WEA, their venue, their course, their support needs and possible progression opportunities.

3. Scope

Student induction is defined as a stage in the student's journey occurring after the student has made an initial choice of programme and before learning starts. It may take place as a separate session(s) or may combine with enrolment and initial assessment, depending upon circumstances. Induction is not just for new students. Students attending any course for the first time, or returning to the same learning after a break (for example) may need a fresh induction.

4. Policy

The WEA policy is to

- Ensure that there is a consistent set of Student Induction Standards that apply equally to all students and all programmes
- Ensure that induction is begun during the first learning session, or earlier where this is feasible
- Clearly define key roles and responsibilities for delivering induction activities
- Develop guidelines, support materials and appropriate training for those with key roles and responsibilities
- Ensure that staff involved in student induction are supported appropriately
- Monitor, evaluate and review the design and delivery of induction on an annual basis.

5. Implementation

Delivery of induction will be by tutors, in association with their line managers. Full details of the WEA national Student Induction Standards and induction arrangements will be included in the Tutor Handbook. Students' entitlements will be outlined in accessible format in the student induction leaflet "Services for Students" which must be made available to all students at the start of the academic year OR at the start of their first course with the WEA within that year where more appropriate.

6. Management

Nationally - Director for Education

Regionally - Regional Management Teams.

7. Monitoring

- Through tutor and staff feedback to Regional IAG Coordinators
- Through Regional IAG Coordinators to the Education Director for Student Services
- Through Partnership Agreement and Partners' Evaluation
- Through the self-assessment process and Self-Assessment Report
- Through OTL, tutors' Course Files and student feedback
- Via targeted student satisfaction surveys
- Through annual Policy Review.

8. Links to other policies and documents

This policy is part of a suite of Student Support Policies defining student support entitlements.

The Tutor Handbook Section 4 contains guidance on delivering student induction, including checklists of what to cover. This is revised annually.

The national student induction leaflet "Services for Students" is also revised annually. It includes information for students about their entitlements, and can also be downloaded from the WEA website in some community languages.

Most relevant policies are publicly available through the WEA's website at <http://www.wea.org.uk/about/policies>

There are also links to:

- Learning Agreement (on the Enrolment Form)
- Student Code of Conduct (in "Services for Students")
- Enrolment and Re-enrolment Guidance for students and tutors
- Disclosure of Needs Policy
- The Health and Safety Policy
- The Equality and Diversity Policy
- WEA Vision and Values
- Skills for Life entitlements for all students
- Teaching and Learning Policies, especially Observation of Teaching Learning and Assessment, Identification of Starting Points and Individual Learning Plans.