Student Induction Policy

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1. Introduction

1.1 We regard student induction as one of the key elements supporting our fundamental objective of welcoming, introducing and helping to settle down our students so that they can benefit from life at the ICMT as quickly as possible.

1.2 We recognise that induction plays a critical role in shaping student perceptions of what we offer and our commitment to delivering high-quality education. We also recognise that induction often forms our students' first experience of the ICMT.

1.3 This policy is committed to ensuring continuous quality improvement and seeks to evaluate, receive feedback and monitor the effectiveness of its implementation and will fine-tune policy and its implementation where appropriate.

2. Purpose

2.1 The primary purpose of induction is to welcome and introduce students joining the ICMT. We aim to ensure that our students settle down as quickly as possible, are aware of the support and services available to them, and enter into a partnership with us to shape their learning and gain the most out of life at the ICMT.

3. Elements

3.1 The main elements of induction should include:
- Welcoming, by providing opportunities for social interaction among staff/students and signalling the value we place upon and our appreciation of their decision to study with us
- Orienting by providing a comprehensive introduction to our services and facilities, necessary regulatory information, and relevant policies and procedures.
- Building a learning partnership by providing an introduction to or reinforcing the programme of study and assessment methods.
- Establish effective administration by providing an opportunity for each student to engage with the necessary administrative procedures.

4. Responsibility

4.1 We will ensure that all new students are personally welcomed by the Principal and members of the Senior Management Team.

4.2 The Senior Management Team is responsible for:

- Planning and organising programmes of induction
- Ensuring adequate planning, allocation of resources and implementation of induction programmes.
- Assessing the quality and effectiveness of delivering induction and its personal support/tutorial arrangements.
- The circulation of first week events to new students.
- Enrolling students.
- Confirming student identities.
- Issuing ID cards.
- Collecting the first instalment of fees

4.3 The Head of Musical Theatre plays a lead role in providing regular academic reviews to identify and monitor student progress, barriers to learning, and academic and personal support.

4.4 The Student Liaison Manager is responsible for advising on matters concerned with student financial support.

4.5 All staff are expected to treat new students as well as continuing students with courtesy and professionalism.

5. Monitoring

5.1 The Senior Management Team will monitor the implementation of the policy

5.2 The Senior Management Team will review the success of induction for each major intake and make recommendations mid-way through each semester.

5.3 The Student Reps will be invited to assess the effectiveness of induction.

6. Online Welcome

6.1 Before commencing the first week, students will have access to the ICMT intranet, which contains information regarding their studies and their time at the ICMT.

This includes:

- Welcome message from the Principal.
- Access to resources including sheet music, plays, backing tracks etc.
- Health and Safety information.
- Local information.
- Digital Handbook.
- Who's who.
- Frequently asked questions
- Useful links to support services.

7. Induction Week Minimum Components

The following components will form the student induction:

7.1 Welcome

- Welcome and congratulations on choosing the ICMT.
- Ice-breaker and bonding activities.
- Meeting other students.

7.2 Orientation and Administration

- Essential information about the ICMT.
- Tour of the college.
- Introduction to information searching.
- Introduction to using Microsoft Teams.
- ICMT Regulations.
- Student Complaints Procedure.
- Local information, advice and guidance.
- Health and Safety regulations and procedures.
- Payment of fees and other forms of financial support/assistance.
- Wi-Fi and network access.

7.3 Academic

- Aims and objectives of the courses.
- Meeting with members of staff.
- Academic Calendar/Academic Framework/programme timetable.
- Course structure.
- Reading lists and guidance on private study.
- Identification of special needs.

Document control

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