



**English  
Path**

info@englishpath.com  
www.englishpath.com  
891 Greenford Road, London, UB6 0HE  
+44 (0) 207 539 3548

## **English Path Induction Policy**

|  |  |
|--|--|
| <b>Document title: English Path Induction Policy</b> | <b>No. of pages: 6</b>                     |
| <b>Version Number: 3</b>                             | <b>Date first published: 28 May 2021</b>   |
| <b>Approved by: Managing Director</b>                | <b>Last review date: 06/09/2023</b>        |
| <b>Date approved: 16/07/2021</b>                     | <b>Due for next review: September 2024</b> |

©2021 English Path

## CONTENTS

|  |   |
|--|---|
| 1. PURPOSE .....                                 | 3 |
| 2. CONTEXT .....                                 | 3 |
| 3. INDUCTION POLICY FOR NEW STUDENTS .....       | 3 |
| 4. INDUCTION POLICY FOR RETURNING STUDENTS ..... | 4 |
| 5. STUDENT FEEDBACK ON INDUCTION.....            | 4 |
| 6. CONCLUDING COMMENTS .....                     | 4 |
| 6. ANNEX 1: INDUCTION QUESTIONNAIRE .....        | 6 |

## **1. Purpose**

- 1.1 The purpose of this document is detail to English Path's (EP from now on) induction policy for both new and returning students.

## **2. Context**

- 2.1 Induction is an important and informative event for students. Students new to EP need to understand the Code of Conduct and policies that apply to them whilst undertaking their course of study. Information about EP generally, policies to do with, for example, attendance and the challenges of living abroad (for international students), are of direct importance and ensure all students are treated fairly. New students also require information about their programme of study and the requirements of the awarding body for the course they are undertaking.
- 2.2 Returning students starting a new course of study find it helpful to be reminded about EP policies and procedures. Importantly, returning students need to know if they have been any changes in, for example, EP policies and procedures, and any new policies that need to be brought to their attention.
- 2.3 Whilst much of the information about EP policies and procedures is available in the Student Handbook, it is nevertheless essential that this information is presented at induction. This permits students to ask questions, seek clarification and understand the policies and procedures, as they apply directly to them, more fully.

## **3. Induction policy for new students**

- 3.1 The induction programme is timetabled to take place during the first day of each new student's course and should be used as an opportunity for students to meet staff of EP.
- 3.2 The induction should cover the following:
- General context of EP including its mission and values.
  - Expectations of students whilst formally enrolled on a course of study at EP and the EP Student Code of Conduct.
  - Information about the external environment in which the EP is located and key facilities that students can use, especially public libraries, sports facilities and other facilities students may wish to use.
  - Requirements of the awarding body appropriate to their programme of study if relevant.
  - EP approach to academic and pastoral care.
  - Further study advice and guidance provided by EP.
  - Learning resources provided by awarding bodies and EP in respect of the students' course of study.
  - Use of local services and amenities.
  - Information about their course of study.
  - Speaking test, writing test, and school walking tour.

- Any other information that may be valuable to students.

#### **4. Induction policy for returning students**

- 4.1 All returning students should join the new student induction if they have been away from EP for 6 months or longer.

#### **4. Student feedback on induction**

- 5.1 Following the induction programme, feedback from students should be obtained in order to assess their experience, what information was most valuable and what changes could be introduced to enhance the induction. A suggested questionnaire is provided in Annex 1. Students are able to leave feedback at the end of the induction process.

- 5.2 The Student Services Officer should write a short report using data from the questionnaire and any feedback from staff who delivered the induction programme every month during the continuing improvement of the school ideas and suggestions meeting. The report should identify both good practice and the strengths of the induction, together with recommendations for enhancement for future inductions. In addition, Student Services should action any changes that improve the overall induction process as a result of feedback.

#### **6. Concluding comments**

- 6.1 The induction is important for students and EP. It enables students to understand the policies and procedures that are associated with their course and provides a critical point of communication between EP and its students. Well-conducted and well-structured induction sessions ensure students make the best start to their new course and life in the UK.

### Annex 1: Induction questionnaire

EP carefully plans its induction programme for students to help ensure that important and essential information about your course of study, EP policies and procedures and the requirements of your awarding body are clearly and concisely communicated to you. This information is available from various sources, such as the EP website and your Student Handbook.

We would like to obtain feedback about your experience of the recent induction programme to identify what worked well for you and where improvements can be made.

Please respond to each statement provided (tick one box) and write some comments in the two boxes provided. Thank you.

Programme of study ..... Date .....

1. How satisfied were you with the school induction?

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|   |   |   |   |   |

Please indicate which aspects of the induction programme you found the most useful

|  |
|--|
|  |
|--|

2. The induction contains all the information I need to study at EP.

|                |       |                            |          |                   |
|----------------|-------|----------------------------|----------|-------------------|
| Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
|                |       |                            |          |                   |

Please indicate how the induction programme could be improved

|  |
|--|
|  |
|--|

