



# ICHAS

## Section 8 - Student Supports

<b>Subject:</b>	Policy on Learner Induction and Orientation		
Applicable Standard	QQI Core	Supports for Learners Programmes of Education and Training	
<i>Date Approved by Board of Directors:</i>			<b>July 2019</b>
Policy Version	1/2019	Date due for Revision	February 2024

### CONTEXT

The College recognises learner induction as a key and fundamental support for ensuring adequate preparation and as a means of supporting learners to optimise their learning experiences. Induction and orientation are critical in informing students of legitimate expectations and the ethos of the College. Induction and orientation provides an opportunity to formally welcome learners to College, to celebrate their choice of College and to inform them of the services as well as the requirements of their programmes of study, so that they can optimise their learning experiences and gain the most out of life at the College.

### POLICY STATEMENT

All learners are provided with a structured Induction and Orientation programme at the commencement of their studies and each stage of studies. All induction and orientation programmes are provided in an accessible manner and are available to learners prior to commencement of studies at each stage and in a manner that is as clear as possible.

### SCOPE

Applies To	Staff	Students	Both	
		✓		
<b>Responsible for Implementation</b>	Registrar			
<b>Responsible for Monitoring &amp; Review</b>	Vice President (Corporate Affairs)	Vice President (Academic Affairs)	Registrar	Quality Assurance & Enhancement Officer
		✓		

## DEFINITIONS

**Induction:** A scheduled welcome and training day designed to provide students with foundational knowledge about their programme, including demonstration and overview of blended learning approach.

**Orientation:** Prolonged period of training during which new students are supported to develop the skills to engage with all educational technologies.

## RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- Quality and Qualifications Ireland (2016) Statutory Quality Assurance Guidelines Developed by QQI for use by all Providers
- European Association for Quality Assurance in Higher Education (ENQA) et al (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
- Quality and Qualifications Ireland (2016) Sector Specific Statutory Quality Assurance Guidelines Developed by QQI For Independent/Private Providers Coming To QQI On A Voluntary Basis
- Government of Ireland (2012) Qualifications & Quality Assurance (Education and Training Act).
- Quality and Qualifications Ireland (2016) Policies & Criteria for the Validation of programmes of Education.
- Quality and Qualifications Ireland (2015) QQI Policy Restatement Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training.
- National Qualifications Authority of Ireland (2005) – re-published by QQI, 2015) Principles and Operational Guidelines for the Recognition of Prior Learning in Further and Higher Education and Training June 2005
- Quality and Qualifications Ireland (2018) Statutory Quality Assurance Guidelines for Providers of Blended Learning Programmes
- Protection of Enrolled Learners: Protocols for Implementation of Part 6 of the 2012 Act.
- Quality and Qualifications Ireland (2013) Assessment and Standards, Revised 2013
- Quality and Qualifications Ireland (revised 2018) Quality Assuring Assessment: Guidelines for Providers

## Linked Policies and Procedures

<b>Linked Policies</b>	Policy on Access, Applications and Admissions Policy on Protection of Enrolled Learners Policy on Accessing General Student Services
<b>Linked Procedures</b>	Procedures associated with Protection of Enrolled Learners Procedures associated with Access, Applications and Admissions

	Procedures associated with Accessing General Student services Procedures associated with Learner Induction and Orientation
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