**WKC Statutory Workshop Guide – 2019/2020**

1. **Student Induction Programme Structure**

The student induction programme is made up of 4 elements:

* The Compulsory Workshops
* Course/Study Programme Information
* Online Initial Assessments
* The Big Induction

1. **The Compulsory Workshops**

There are 6 Compulsory Workshops. All students must complete during the induction period. These are:

* Workshop 1: Getting to know you
* Workshop 2: Health and Safety
* Workshop 3: Youth Social Action
* Workshop 4: Equality and Diversity
* Workshop 5: Safeguarding and Prevent
* Workshop 6: Being a Successful WKC student

An introduction to each of the workshops and the necessary delivery resources and materials can be found at [www.wkcinduction.com](http://www.wkcinduction.com). The password for the site is **westking2020**.

1. **Course Study Programme Information**

Curriculum teams should prepare materials for students which provide them with an overview of the areas they will study while on the course or study programme. The link on the [www.wkcinduction.com](http://www.wkcinduction.com) website is designed to give curriculum teams an idea of what should be included in the hour long session.

1. **Online Initial Assessments**

WKC has invested in an assessment package named Century Tech. Century Tech uses the most up-to-date technology to initially assess students and diagnose areas where improvements may be needed.

The assessment arrangements for each of the groups in the college have already been made. These are available to view on the **Timetables** link on the [www.wkcinduction.com](http://www.wkcinduction.com) website.

Students will also be introduced to Navigate, an online facility which allows them to keep an online record of their work experience activities and track their employability skills.

1. **The Big Induction Sessions**

Big Induction Sessions normally take place in the theatre or in rooms where large numbers of students are able to congregate. Key college messages are disseminated during these sessions. Timetables for these sessions have been centrally produced and are available on the **Timetables** link on the [www.wkcinduction.com](http://www.wkcinduction.com) website.

1. **Induction sessions for late enrollers**

Late enrollers will be required to attend late induction sessions. These sessions will take place each week during the first 3 weeks of term on Monday, Wednesday and Friday afternoons from 3.30pm and then on an ad-hoc basis thereafter.

1. **Sample Induction Plan 2019/2020:**

**This is only an example**. Curriculum Teams should design their own induction programmes when the actual dates and times of the Big Induction and Initial Assessments for courses in your area are known.

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| **Day 1:** | **Day 2:** |
| **10.00 – 11.00am**  **Workshop 1:** Getting to know you  *This workshop must be delivered first* | **10.00 – 10.45am**  **Workshop 4:** Equality & Diversity |
| **11.15am – 12.00:**  **Big Induction in** the Theatre (KX) or other large space (other sites) | **11.00am – 1.00pm**  **Initial Assessment**  The rooms and support teams have been identified. Session Leader need to be present through the assessment period. |
| **12.00 – 12.45pm**  **Lunch**  *Students should be given the maximum of 45 minutes for lunch.*  **12.45 – 1.30pm**  **Workshop 2:** Health & Safety | **1.45 – 2.30pm**  **Workshop 5:** Safeguarding & Prevent  **1.00 – 1.45pm**  **Lunch**  *Students should be given the maximum of 45 minutes for lunch.* |
| **1.30 – 2.30pm**  **Course/Study Programme Information** | **2.45 – 3.45pm**  **Workshop 6:** What makes a good WKC student?  *This session should be delivered last.* |
| **2.45 – 3.30pm**  **Workshop 3:** YouthSocial Action | **Colour Code:**  Yellow – Compulsory Workshops  Green – Big Induction  Orange – Initial Assessment  Blue – Course/Study Programme Information |