



“Enabling Students to Accomplish their Academic Goal”

Information and Schedule of Student Induction

Address: Sanctuary House, 9 Lymington Avenue, N22 5EA

Email: info@bellmontcollege.co.uk

Tel: + 44 (0) 203 840 9294 + 44 (0) 203 929 7665

Website: www.bellmontcollege.co.uk

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Induction Schedule for Students

1 Welcome to Belmont College & Introduction

- Belmont College Mission
- Belmont College Values

2 Health & Safety

- Fire Exits
- Evacuation Procedure and Collection Point
- Accidents, First Aid and First Aiders
- In case of illness while on site

3 Admission and Recruitment process

- Complete Enrolment Process
- Student Records
- Student Support regarding application/admissions/any queries

4 Academic Administration Team

- Team Introduction
- Overview of departmental roles and responsibilities
- Explanation of Professional Administrative Services for Students within the department which includes:
 - Timetable
 - Attendance Monitoring
 - Student Letters
 - Assessments
 - Monitoring of submissions and results
 - Student Feedback
 - Mitigation and Extensions
 - Other support

5 Academic Programmes Team

- Team Introduction
- Overview of Academic Programme including:
 - Modules

- Importance of Attendance
- Submissions and Assessments
- Timetable explanation
- Teaching & Learning Resources
- Academic Expectations and Behaviour

6 Quality

- Quality and what it means for student experience.
- Belmont College Policies and Procedures- finding more information.
- Building skills and experience at Belmont College.
- Expectations of Behaviour and Academic Conduct.
- Expectations from Belmont College Students from Belmont College.

7 Student Representatives

- Explanation on the Roles and Responsibilities of Student Representatives and what it means to be a Student Representative

8 Student Support

- Team Introduction
- Overview of Support Services provided to all students at Belmont College
- including:
 - Academic Support Classes
 - Personal Tutors
 - Employability Support
 - IT Support
 - Student Schedule Support
 - Special Requirements and Considerations Support
 - Mental Health Support
 - Resources

9 Belmont College's Expectations from its Students

- Overview of Expectations from students
- Code of Conduct and etiquette in the classroom and outside Belmont College
- Punctuality
- Assessment Malpractice
- Appeals and Complaints

10 Questions

- All student questions will be answered by the relevant team and team members at the end of the session
- Useful Contacts to be given to students

Bellmont College Information and Schedule of Student Induction					
Version	Date	Author(s)	Amendments	Approved by	Next review
1	March 2023	EWW	New Document	Advisory Board	October 2024
2	February 2024	EWW	Revised no update or changes made	Advisory Board	October 2024

Document context	
This document relates to:	
Document/Policy	Date/version
Bellmont College Quality Assurance Handbook	Mar 2023 v1
Bellmont College Student Handbook	Mar 2023 v1
Bellmont College Academic Integrity & Misconduct Policy	Mar 2023 v1
Bellmont College Academic Appeal Policy	Mar 2023 v1
Bellmont College Complaint Policy and Procedure	Mar 2023 v1
Bellmont College Internal Verification Policy	Mar 2023 v1