



Managing Learners' Performance & Behaviour during the 6-Week Induction Period

2018-19 Guide

During the Induction period, use the process outlined within this document to manage full-time students' performance and behaviour, ***not the Student Disciplinary & Behaviour Management Procedure.***

Related information:

- The document *Getting Ready for Take Off (Staff version)* details the entire Induction process
- The *ProMonitor Book* on the ProMonitor home page contains technical guides, inc. setting up *Meetings*, adding *Comments* and adjusting *Risk Indicators*.

The Induction period for study programmes is designed to ensure learners are best prepared to achieve at HRC. During Induction tutors set expectations, discuss targets and, via the Induction assignment, gauge whether the learner is enrolled on the right course at the right level.

Every student must have had an Induction Review by the end of Week 6 (Friday 12th October), the goal of which is to 'pass'. Where there are issues, early intervention is essential within the first few weeks to increase the likelihood of a positive outcome at the Induction Review meeting.

Weeks 1 – 4: Tackling issues early

PERFORMANCE

- If a learner's performance suggests they are...
NOT LIKELY TO ACHIEVE ON THE CURRENT COURSE/ AT THE CURRENT LEVEL, the Personal Tutor must have a 1:1 Tutorial meeting with the learner as early as possible to determine the possible cause and appropriate follow up actions.
 - If the outcome of the meeting confirms the learner is on the **wrong course/level**, a referral to Careers should be made via a ProMonitor Comment, FAO'd to 'Careers Advisors', Programme Mngr and Curriculum Mngr.
The Careers Advisor will then contact the learner directly to offer them an appointment and provide update on the appointment outcomes by adding one/more 'Follow-ups' to the original Comment.
(Personal Tutor must contact parents to discuss, if learner is under 18.)
 - If the outcome of the meeting confirms it's the **right course/level** but the learner needs support, see below.
- If a learner's performance suggests they...
REQUIRE FURTHER SUPPORT TO IMPROVE, the Personal Tutor should have a 1:1 Tutorial meeting with the learner (if not had already) and an appropriate referral should be made:
 - If the issues are around ALS, a referral should be made via a ProMonitor Comment, FAO'd to 'ALS Referrals'.
The ALS team will then contact the learner to arrange an ALS assessment of support needs and provide update on the appointment outcomes by adding one/more 'Follow-ups' to the original Comment.
 - If the issues are around Welfare, a referral should be made via a ProMonitor Comment, FAO'd to Dee Peters (if Brox) or Robin Spicer (if Ware). **IMPORTANT:** The content of the Comment should simply state words to the effect, "During our 1:1 Tutorial meeting the student has discussed some welfare concerns and has agreed that a referral can be made to the Welfare team."
- *If a student is **WELL PLACED TO SUCCEED** and on the right course and level, no intervention around performance is needed at this stage.*

BEHAVIOUR

- If a learner's **BEHAVIOUR IS NOT CONSISTENT WITH HRC EXPECTATIONS**, or there are **SOME INCONSISTENCIES**, individual instances should be logged as *Cause for Concern* 'Comments' on ProMonitor and, as soon as possible, the Personal Tutor should hold a Positive Engagement meeting.
During the P.E. meeting, SMART Targets for improvement are set and a follow-up Positive Engagement meeting arranged to review progress approx. 7 days later. If insufficient progress has been made against the SMART Target/s by the second meeting, the CAM should be notified in person (and FAO'd in a ProMonitor Comment) and next steps agreed.
- *If a student is **WELL PLACED TO SUCCEED** and on the right course and level, no intervention around behaviour is needed at this stage.*

Risk Indicators

Use the Risk Indicators within your ProMonitor Student Group to keep track of high priority learners for intervention (set them to Red/Amber) vs. those who are likely to pass their Induction Review (Green/Blue).

Weeks 5 & 6: The Induction Review

Towards the end of the Induction period, the Personal Tutor holds an *Induction Review* meeting with the learner and records the outcome in an Induction Review meeting in ProMonitor.

The meeting outcome can be one of four 'decisions', which are informed by the learner's performance to date (primarily the Induction Assignment) and behaviour:

Induction decision

--Select--

--Select--

Learner has PASSED their Induction Review

Remain on course provided further targets are met

Tranferring course following IAG

PM has requested withdrawl to the CAM/DoC

- *If a student is **WELL PLACED TO SUCCEED**, on the right course and level, and their behaviour is in line with HRC expectations, the Personal Tutor chooses the first option:
Learner has PASSED their Induction Review.
*This meeting will usually be in week 5 or 6 but could take place in Week 4, if performance and behaviour are exemplary.**
- Where there have been concerns and intervention regarding performance or behaviour, the Personal Tutor still holds the Induction Review meeting and chooses the most appropriate option:
 - **Remain on course provided further targets are met**
 - **Tranferring course following IAG**

PM has requested withdrawl to the CAM/DoC (a learner will not be considered for withdrawal unless evidence exists of earlier intervention from the tutor.)

Performance

Behaviour

Weeks 1-4

Weeks 5 & 6

