

Induction for Business Studies and AAT Students

We're really looking forward to welcoming you to your induction and hope you are looking forward to starting your course with us.

Induction will be over two days* and each day will start at 9am and finish at 4pm.

All induction days will be at the Derby Road site (apart from level 3 year 2).

*Second year level 3 learners ONLY will **not attend on site** until the start of your course (you will have a 1 day induction which will be online for all students)

Week 1 of every course starts W/C 7th September 2020

Due to the current situation with COVID 19, for most groups all sessions will be delivered 50% online and 50% on site (one week in, one week remote) . When you are not on site, you will be working online via Microsoft Teams. Your tutor will be delivering these sessions from the classroom.

- Level 1 students will be on site every week
- Level 2 students will be on site for odd numbered weeks (Starting W/C 7th September) and online for even numbered weeks
- Level 3 students will be on site for even numbered weeks (Starting W/C 14th September) and online for odd numbered weeks.

You will be given your course timetable during induction. Please ensure your mobile phone number is accurate when you enrol, as tutors will send a text message (after enrolment) to remind you when you will be on site. If you are concerned, please email your tutor after enrolment.

You are expected to arrive at college at 8.45am for your induction and when you arrive to the reception at college on your induction day, Alex Norbury (Business and AAT Tutor) will be there waiting to show you where to go next. If you are unsure what to do when you enter the reception, just ask for Alex.

PLEASE LOOK AT THE FOLLOWING PAGES TO SEE THE INDUCTION PLAN FOR THE COURSE YOU HAVE APPLIED FOR. WE LOOK FORWARD TO SEEING YOU.

Day 1 Timetable (Business and AAT)

Please look for the course you have applied for on the table below in the 'Programme Description' column, you will then be able to view the room, day and plan for your 1st day of induction. The following page has the plan for your 2nd day of induction.

Programme description	Tutor to contact for queries	Level	Day	Date	Planned in class session 1 (1 hour) 9.00am - 10.00am	Planned in class session 2 (1 hour) 10.00am - 11.00am	Planned in class session 3 (1 hour) 11.15am - 12.15pm	Planned in class session 4 (1 hour) 12.15pm - 1.15pm	Planned in class session 5 (1 hour) 2.00pm-3.00pm	Planned in class session 6 (1 hour) 3.00pm - 4.00pm
Level 3 Foundation Diploma in Business (Group 1)	Alex.Norbury@wnc.ac.uk	Level 3	1 - Report to room 508	Tuesday 1st Sept	1 Getting to know your Tutor (Chloe)	2 Study Skills & expectations of assignments (Log book)	3 PPT Health & Safety with Covid & College Tour (Crystal)	4 Fun (Kim)	5 Welcome, Expectations & Code of Conduct (Alex)	6 Work placement & Intro to Teams (Rebecca)
Level 3 Foundation Diploma in Business (Group 2)	Alex.Norbury@wnc.ac.uk	Level 3	1 - Report to room 508a	Tuesday 1st Sept	6 Work placement & Intro to Teams (Rebecca)	1 Getting to know your Tutor (Chloe)	2 Study Skills & expectations of assignments (Log book)	3 PPT Health & Safety with Covid & College Tour (Crystal)	4 Fun (Kim)	5 Welcome, Expectations & Code of Conduct (Alex)
Foundation Diploma in Accounting and Business	Crystal.hawes@wnc.ac.uk	Level 2	1 - Report to room 508	Thursday 27th Aug	5 Welcome, Expectations & Code of Conduct (Alex)	6 Work placement & Intro to Teams (Rebecca)	1 Getting to know your Tutor (Chloe)	2 Study Skills & expectations of assignments (Log book)	3 PPT Health & Safety with Covid & College Tour (Crystal)	
Level 2 Extended Certificate in Business (Group E)	Kim.Carlin@wnc.ac.uk	Level 2	1 - Report to room 508a	Thursday 27th Aug	4 Fun (Kim)	5 Welcome, Expectations & Code of Conduct (Alex)	6 Work placement & Intro to Teams (Rebecca)	1 Getting to know your Tutor (Chloe)	2 Study Skills & expectations of assignments (Log book)	
Level 2 Extended Certificate in Business (Group M)	Kim.Carlin@wnc.ac.uk	Level 2	1 - Report to room 507	Thursday 27th Aug	3 PPT Health & Safety with Covid & College Tour (Crystal)	2 Study Skills & expectations of assignments (Log book)	5 Welcome, Expectations & Code of Conduct (Alex)	6 Work placement & Intro to Teams (Rebecca)	1 Getting to know your Tutor (Chloe)	SAR & QIP MEETING
Level 1 Introductory Diploma in Business	chloe.broadhurst@wnc.ac.uk	Level 1	1 - Report to room 508	Wednesday 2nd Sept	1 Getting to know your Tutor (Chloe)	4 Fun (Kim)	3 PPT Health & Safety with Covid (Crystal)	2 Study Skills & expectations of assignments (Log book)	5 Welcome, Expectations & Code of Conduct (Alex)	6 Work placement & Intro to Teams (Rebecca)

Day 2 Timetable (Business and AAT)

Please look for the course you have applied for on the table below in the 'Programme Description' column, you will then be able to view the room, day and plan for your 2nd day of induction.

Programme description	Tutor to contact for queries	Level	Day	Date	Planned in class session 1 (1 hour) 9.00am - 10.00am	Planned in class session 2 (1 hour) 10.00am - 11.00am	Planned in class session 3 (1 hour) 11.15am - 12.15pm	Planned in class session 4 (1 hour) 12.15pm - 1.15pm	Planned in class session 5 (1 hour) 2.00pm-3.00pm	Planned in class session 6 (1 hour) 3.00pm - 4.00pm
Foundation Diploma in Accounting and Business	Crystal.hawes@wnc.ac.uk	Level 2	2 - Report to room 508	Friday 28th Aug	1 Branding (Kim)	2 Social Media (Chloe)	3 Marketing (Alex)	4 Types of Business Structure (Crystal)	5 Money (Rebecca)	6 Management and Motivation (Drew)
Level 2 Extended Certificate in Business (Group E)	Kim.Carlin@wnc.ac.uk	Level 2	2 - Report to room 508a	Friday 28th Aug	6 Management and Motivation (Drew)	1 Branding (Kim)	2 Social Media (Chloe)	3 Marketing (Alex)	4 Types of Business Structure (Crystal)	5 Money (Rebecca)
Level 2 Extended Certificate in Business (Group M)	Kim.Carlin@wnc.ac.uk	Level 2	2 - Report to room 507	Friday 28th Aug	5 Money (Rebecca)	6 Management and Motivation (Drew)	1 Branding (Kim)	2 Social Media (Chloe)	3 Marketing (Alex)	4 Types of Business Structure (Crystal)
Level 1 Introductory Diploma in Business	chloe.broadhurst@wnc.ac.uk	Level 1	2 - Report to room 508	Thursday 3rd Sept	4 Types of Business Structure (Crystal)	5 Money (Rebecca)	6 Management and Motivation (Drew)	1 Branding (Kim)	2 Social Media (Chloe)	3 Marketing (Alex)
Level 3 Foundation Diploma in Business (Group 1)	Alex.Norbury@wnc.ac.uk	Level 3	2 - Report to room 508	Friday 4th Sept	3 Marketing (Alex)	4 Types of Business Structure (Crystal)	5 Money (Rebecca)	6 Management and Motivation (Drew)	1 Branding (Kim)	2 Social Media (Chloe)
Level 3 Foundation Diploma in Business (Group 2)	Alex.Norbury@wnc.ac.uk	Level 3	2 - Report to room 508a	Friday 4th Sept	2 Social Media (Chloe)	3 Marketing (Alex)	4 Types of Business Structure (Crystal)	5 Money (Rebecca)	6 Management and Motivation (Drew)	1 Branding (Kim)

