

Induction & Welcome Activities September 2021

| | |
|---------------|--|
| Course | Year 1 BTEC Level 3 Business Foundation Diploma |
| School | Business, Tourism and Creative Industries |

| Day/Date/Time | Programme Activities | Location | Staff and Resources |
|---|--|---|---------------------|
| Monday 6 th September 10.00-12.00 13.00-15.00 | <p>Welcome to UCB</p> <ul style="list-style-type: none"> • Meet the staff • Course information and details <p>Finding your way around campus – UCB treasure hunt</p> | Meet at McIntyre House Reception | Nav Ahmed |
| Tuesday 7 th September 10.00-13.00 13.00 – 15.00 | <p>Business in Birmingham – group activity focusing on getting to know Birmingham and local Businesses.</p> <p>Initial group tutorial – get to know your tutor and begin planning your aspirations and goals for the year. Opportunity to ask any questions.</p> | <p>Meet at McIntyre House Reception – <i>*please note this activity will include walking around Birmingham city centre</i></p> <p>Room will be confirmed on first day of your induction</p> | Nav Ahmed |
| Wednesday 8 th September 10.00 – 12.00 13.00 – 15.30 | <p>BKSB initial evaluation – compulsory review of your current levels of literacy, numeracy and IT to ensure we can provide support right from the start of your course.</p> <p>Support services inductions – you will meet key members of our support services and gain advice and guidance on:</p> <ul style="list-style-type: none"> • Safeguarding • DICE and ITSU (accessing computer services and your online student dashboard) • Academic support and Library | Room will be confirmed on first day of your induction | Nav Ahmed |
| Thursday 9 th September | Free day – you are not required on site. However, your tutor will be on hand if you need any further support. | | |
| Friday 10 th September | Free day – you are not required on site. However, your tutor will be on hand if you need any further support. | | |

| Day/Date/Time | Programme Activities | Location | Staff and Resources |
|--|--|---|---------------------|
| Monday 13 th September 10.00 – 13.00 13.00 – 15.30 | <p>Group Business Activity – preparing for the world of Business and working with others.</p> <p>Individual tutorials – one to one discussions with your tutor</p> <p>Support services inductions – you will meet key members of our support services and gain advice and guidance on:</p> <ul style="list-style-type: none"> • Student Services • HIRED • Gym and fitness facilities | Room will be confirmed on first day of your induction | Nav Ahmed |
| Tuesday 14 th September | Free day – you are not required on site. However, your tutor will be on hand if you need any further support. | | |
| Wednesday 15 th September 10.00- 13.00 14.00-16.00 | <p>Assignment referencing – learning how to research and reference correctly to support your course.</p> <p>UCB Welcome festival</p> | McIntyre House | |
| Thursday 16 th September | Free day – you are not required on site. However, your tutor will be on hand if you need any further support. | | |
| Friday 17 th September | Free day – you are not required on site. However, your tutor will be on hand if you need any further support. | | |