

## Induction & Welcome Activities September 2021

<b>Course</b>	<b>City and Guilds Level 2 Cabin Crew</b>
<b>School</b>	<b>Business, Tourism and Creative Industries</b>

Day/Date/Time	Programme Activities	Location	Staff and Resources
Monday 6 <sup>th</sup> September	Free day – you are not required on site. However, your tutor will be on hand if you need any further support.		
Tuesday 7 <sup>th</sup> September	<p>Welcome to UCB</p> <ul style="list-style-type: none"> <li>• Meet the staff</li> <li>• Course information and details</li> </ul>	Summer Row Reception	Jenna Foster
10.00-11.00			
11.30-12.30	Introduction to Cabin Crew	Room will be confirmed on first day of your induction	
13.30-14.00	Uniform and course expectations		
14.00-14.30	Support services inductions – you will meet key members of our support services and gain advice and guidance on: <ul style="list-style-type: none"> <li>• Academic support and Library</li> </ul>		
15.00-16.00	Course documentation and paperwork – completing key information to support trips/visits and activities.		
Wednesday 8 <sup>th</sup> September			Jenna Foster
9.00 – 11.00	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.	Room will be confirmed on first day of your induction	
11.00-12.00	Atlas and Map activity – locations and nations		
13.00-14.00	Support services inductions – you will meet key members of our support services and gain advice and guidance on: <ul style="list-style-type: none"> <li>• Student Services</li> <li>• DICE and ITSU (accessing computer services and your online student dashboard)</li> </ul>		

14.00-15.00	Destinations activity and quiz		
15.00-16.30	Individual tutorials – one to one discussions with your tutor. Get to know your tutor and begin planning your aspirations and goals for the year. Opportunity to ask any questions.		
Thursday 9 <sup>th</sup> September			Jenna Foster
9.30-11.30	English and Maths initial assessment activity – review of literacy and numeracy skills to ensure we can support you with your programme	Room will be confirmed on first day of your induction	
11.30-12.00	Support services inductions – you will meet key members of our support services and gain advice and guidance on: <ul style="list-style-type: none"> <li>• Hired</li> </ul>		
13.00-15.00	Flight safety <ul style="list-style-type: none"> <li>• Firefighting in aviation</li> <li>• Pre-flight safety and checks</li> </ul>	Summer Row Aviation suite	
15.00-15.30	Support services inductions – you will meet key members of our support services and gain advice and guidance on: <ul style="list-style-type: none"> <li>• Safeguarding</li> </ul>		
13.30-16.30	Individual tutorials – one to one discussions with your tutor. Get to know your tutor and begin planning your aspirations and goals for the year. Opportunity to ask any questions.		
Friday 10 <sup>th</sup> September	Free day – you are not required on site. However your tutor will be on hand if you require any further support		

Day/Date/Time	Programme Activities	Location	Staff and Resources
Monday 13 <sup>th</sup> September	Free day – you are not required on site. However your tutor will be on hand if you require any further support		
Tuesday 14 <sup>th</sup> September  All day	Trip to Birmingham International Airport – you tutor will inform you of meeting points and departure times during week 1 of your induction.	Offsite trip	Jenna Foster
Wednesday 15 <sup>th</sup> September			Jenna Foster
10.00- 11.30	Group challenge! – group task and competition	Room will be confirmed on first day of your induction	
12.00-13.30	Aviation codes		
14.00-16.00	UCB Welcome festival	McIntyre House	
Thursday 16 <sup>th</sup> September	Free day – you are not required on site. However, your tutor will be on hand if you need any further support.		
Friday 17 <sup>th</sup> September	Free day – you are not required on site. However, your tutor will be on hand if you need any further support.		