



ICON College of Technology and Management

INDUCTION SCHEDULE (September 2020 Intake)

Monday Tuesday, Wednesday, Thursday, Friday and Saturday
21– 24 September 2020

BUS/ COMPUTING/HSC/TTM-HM

Day 1

9:30 – 10.30:am

Welcome by Principal/Vice-Principal

- Housekeeping rules fire evacuation and First Aid
- About ICON College
- College Mission statement
- Awarding body Pearson and HN progression route (Careers, Employability, further studies)
- Student Engagement
- What does being a Student Representative mean at ICON?
- The Office for Student (OfS)
- Quality Assurance Agency (QAA) and UK Quality Code of Higher Education
- Prevent Duty and Safeguarding Policy
- Equal Opportunity
- Health and Safety at work
- DLHE, NSS and Pearson Annual Student Survey
- HN Global
- Student Handbook
- College Rules and Regulations

10.30 – 10.45 **MINI BREAK**

10:45 – 11.30 **Part B induction slides**

- Overview of HN Courses
- Course Specification
- Course Structure and Level
- Assessment and Grading
- Assessment Board, Internal Verification and External Examiner
- Assignment Submission and Feedback
- Late and Resubmission of assignments
- Certification Process
- Progression

11:30: – 12.:30 How to use ICON VLE, IT Services, **Professor Reza Joadat**

12.30- 1:30 **LUNCH BREAK**

1:30 – 2:30pm Administrative Support, SLC/HEFCE and Monitoring of Attendance, Student and Career Welfare Services; **Mr Aziz Rahman**

- Submission of outstanding documents for final enrolment and registration with awarding body Pearson
- SLC matters
- Administrative procedures:
TFL, issuing letters, change of course and timetable, deferral, authorised absence, ID card, updating personal information, suspension/deregistration.

- Disability Support Services
- Careers, employability and further study, support services
- Counselling and Welfare services
- Extracurricular support services

2:30 – 3.45

Academic Writing

3.45- 4:00 Pm

MINI BREAK

4:00 -5 30Pm

Academic writing

Please note that feedback and enrolment form will be taken by online.



Professor Nurun Nabi, MBA (Henley at Oxon), PhD (Lond), Cert. in SBM (Harvard), FInstLM, MPDSE, Principal

cc: Aziz Rahman, Professor Reza Joadat, Nazimudeen Saleem, Dr Gilbert Zvobgo, Dr Alo Tosin, Professor Zakir Hossain, Mr [Enayet Sarwar](#); M A Chowdhury, Syed Mazibar Rahman, Waseem Ahammed, Nasir Uddin, Anisuzzaman Fahad, Mizanul Kabir, Mary Ann, Taurean Bryan, Nabeel Nilar, Mohammad Anis Sarkar, Milon Shah, Ehatsamul Haque, Sk Mohmmad Sultan, Isabela Giurgi, Shaila Hafiz, Nikita, Ana