

## Staffordshire University PCDA & DHEP 7-Step Onboarding Process

### Pre-Join

<p>1: Students screened for course eligibility (I/D checks completed)</p>	<p>Done by telephone/email, we plan to use MS Teams soon, inviting potential students as guests to rooms set up for their cohort.</p>	
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<p>2: Students email welcome with a link to Blackboard IT Induction (using Blackboard CourseSites)</p>	<p>This includes an overview of Microsoft Office 365 and instructions for joining their MS Team using a code. Students join and communication begins with HEI Course Tutors</p>	
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### Force Induction (Part 1)

<p>3: Students join an MS Team scheduled meeting on Day 1 of their Police Career</p>	<p>Students are welcomed to the course, given some online instruction in respect of Blackboard/MS Teams, then handed over to police trainers. HEI has them for about 2hours.</p>	
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<p>4: Students complete local force induction course (2 days WMP/2 Weeks others)</p>	<p>Local inductions vary in accordance with force needs. The two-week inductions also see two modules opened for students to start (Crime and Crime Reduction/Professional Development). WMP recruits start on a Thursday.</p>	
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### HEI Start of First Module (Introduction to Policing Practice)

<p>5: Students through their MS Team invited to scheduled lecture on Day 1 of their HEI Course</p>	<p>During the morning formally welcomed by Course Leader and other module leaders. Recap of structure and assessment requirements of first taught module. Afternoon first lecture and briefing for day 2 of HEI Course.</p>	
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<p>6: Four weeks shared delivery between Police Trainers &amp; HEI. Two VLE's and supportive products used.</p>	<p>There have been occasions when either Blackboard or MS Teams has gone down or suffered performance issues. Being able to switch quickly has been important.</p>	
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### Force Induction (Part 2) and First HEI Rotation

<p>7: Students return to Force and continue local induction/ training for operational deployment</p>	<p>This includes Personal Safety Training, uniform fittings, force IT system training and attestation. Dependant on force/local requirements. Students return for first HEI rotation before operational deployment (usually Response Policing)</p>	
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<p>Course Onboarding and Communication Hub</p>	<p>IT induction only, pre-join preparation</p>	<p>Main VLE used by one force for police training</p>	<p>Meeting and lecture platform, used for Day 1</p>	<p>Used pre-HEI to get to know students and staff</p>	<p>MS Sway – Pre reads Stream – Lectures/Help Clips MS Forms – Formative Quizzes You Tube – Pre-join help clips</p>