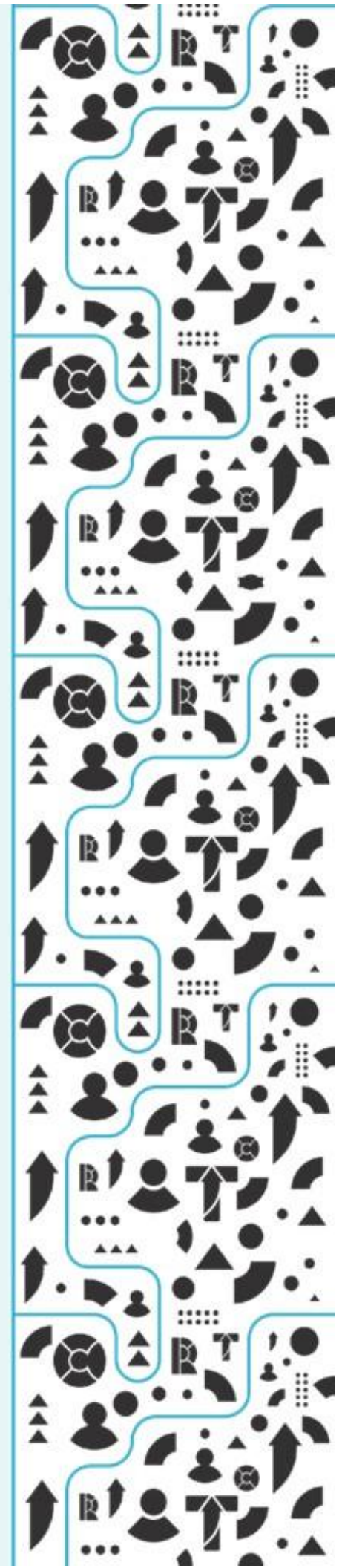




**Think Talent Institute
Student Induction & Onboarding Pack**



Think Talent Institute
Student Induction & Onboarding Pack

This Onboarding Pack is to be completed by all students during induction. It consolidates essential declarations and agreements required by Think Talent Institute in line with MFHEA and OTHM compliance standards.

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Student Manual (Summary Version)

This summary version provides learners with a condensed reference of key policies and procedures.

1. Welcome & Mission

Think Talent Institute inspires individuals to achieve their full potential, combining international standards with practical skills. Our mission is to create a supportive, inclusive environment where students from diverse backgrounds can thrive. We are dedicated to equipping learners with the knowledge, confidence, and global mindset needed to succeed in their chosen careers.

2. Admissions & Registration

Eligibility is published with each programme. Registration requires completion of the online form and signing of the Student Agreement. Applicants must also provide accurate personal and academic details, including proof of identification and any required qualifications. Once verified, students receive formal confirmation of their acceptance together with induction details, ensuring full transparency and compliance with MFHEA and OTHM standards. Students are encouraged to consult the **Admissions Policy and Student Agreement section of the Quality Assurance Policy (QA190825)** for complete guidance.

3. Attendance & Participation

Minimum 80% attendance is required. Online sessions require cameras on. Attendance is recorded for certification. Punctuality is expected at all times, and repeated lateness may affect eligibility for certification. Where absence is unavoidable due to illness or other valid reasons, students must notify the Training Operations Manager in advance and provide evidence when requested. Participation is not limited to physical presence but also includes active engagement in class discussions, group work, and online learning activities. Students are encouraged to consult the **Attendance Policy section of the Quality Assurance Policy (QA190825)** for full details and procedures.

4. Assessments & Academic Integrity

Assignments are submitted via the LMS with an originality declaration. Plagiarism, cheating, collusion, or fabrication are strictly prohibited. Students are required to uphold the highest standards of academic honesty by properly citing all sources and submitting only their own work. Learners must refer to the **Academic Integrity Policy (Appendix G, QA190825)** and the **AI Usage in Assessment Policy** for detailed guidelines on acceptable use of generative AI tools, referencing standards, and consequences of misconduct.

5. Student Conduct

Respectful behaviour is expected at all times towards trainers, staff, and fellow students. This includes maintaining professional communication, avoiding disruptive behaviour, and upholding a safe and inclusive learning environment. Harassment, discrimination, or aggressive conduct will not be tolerated and may result in disciplinary action, up to and including dismissal from the programme without refund. Students are required to familiarise themselves with the **Code of Conduct and Trainee Misconduct section of the Quality Assurance Policy (QA190825)**, which outlines procedures, sanctions, and the right to appeal.

6. Complaints & Appeals

Concerns can first be raised informally with a trainer or staff member so they may be addressed quickly and constructively. If the matter is not resolved, students may submit a formal written complaint to the Head of Institute, which will be acknowledged within one working day and resolved within 21 days. Students are entitled to one appeal per complaint or grade, which must be submitted in writing and will be reviewed independently. Learners are advised to consult the **Complaints Policy and Appeals Procedures in the Quality Assurance Policy (QA190825)** for full guidance on timelines, responsibilities, and escalation routes.

7. Support Services

Support is provided for welfare, accessibility, and academic needs through the Student Support Office and the Training Operations Manager. This includes guidance on course logistics, access to supplementary reading, academic mentoring, and adjustments for students with varying abilities or special requirements. In addition to physical library resources, students have access to a digital library, LMS-based resources, and research tools throughout their programme. Learners are encouraged to familiarise themselves with the **Student Support and Welfare provisions, Diversity & Equality Policy, and Inclusive Training Policy in the Quality Assurance Policy (QA190825)** for a full overview of available services and procedures.

8. Certificates & Transcripts

Certificates are issued upon successful completion of the programme, provided all attendance, assessment, and conduct requirements are met. Certificates confirm the OTHM/MQF/EQF level and, where applicable, the ECTS credits achieved. Students may also request an official transcript through the LMS, which details learning outcomes, modules completed, and grades obtained. Learners are advised to consult the **Certificates and Transcripts section of the Quality Assurance Policy (QA190825)** for full details on eligibility, application procedures, and timelines for issuance.

9. Data Protection & GDPR

Student data is protected in line with GDPR regulations and stored securely for the duration of the programme. All personal information is deleted within 12 months after programme completion unless required by law or accreditation bodies. Data may be shared with MFHEA, OTHM, or other regulators strictly for compliance and quality assurance purposes, but never for commercial use without explicit consent. Students may also authorise Think Talent to share their data with The Remarkable Collective for employability opportunities. Learners are encouraged to consult the **Data Protection and GDPR Policy in the Quality Assurance Policy (QA190825)** for full details on data handling, rights of access, and withdrawal of consent.



Student Declaration

1. Student Agreement

This Agreement governs the relationship between Think Talent Institute and the student. By signing, the student commits to attending the programme, fulfilling all academic requirements, and abiding by institutional policies.

Programme Title

Student Name

Passport /ID
Number

Location

Start Date

End Date

2. Academic Integrity Declaration

I hereby declare that any work I submit will be my own original work and will not contain plagiarised, fabricated, or improperly cited material. I agree to comply with Think Talent's Academic Integrity Policy.

3. Health & Safety & Accessibility Acknowledgement

I acknowledge that I have been informed of the emergency exits, fire safety procedures, and accessibility arrangements at Think Talent premises. I confirm that I understand the measures in place to ensure my safety and well-being.

4. Code of Conduct & Induction Confirmation

I confirm that I have attended the induction session and have been briefed on the rules regarding attendance (minimum 80%), punctuality, LMS usage,

assessment requirements, and conduct. I agree to behave respectfully towards trainers, staff, and fellow students.

5. GDPR & Data Protection Consent

I consent to Think Talent processing my personal data in accordance with GDPR regulations for the purposes of programme administration, accreditation compliance (MFHEA, OTHM), and, if applicable, employability support within The Remarkable Collective.

6. Student Support & Welfare Declaration

I acknowledge that I have been informed about the student support services available, including welfare, accessibility, equality and diversity, complaints, and appeals. I understand how to access these services should I require them.


**7. Recognition of Prior Learning (RPL) / Special Needs Declaration
(Optional)**

I wish to declare prior qualifications for Recognition of Prior Learning (RPL) consideration:

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I require special accommodation for my learning (please specify):

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Final Acknowledgement & Signatures

By signing below, both the Student and the Head of Institute confirm that the student has been inducted, has received the Student Onboarding Pack and Student Manual Summary, and agrees to comply with Think Talent Institute's policies and procedures.

Student Name:

Head of Institute
Mario Cordina

Signature:

Signature

Date:

Date:

	End of Document
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