****

**Welcome to the Learning Enhancement
Checklist LECR for UKZN, CLMS**

**Dear Student**

The College of Law and Management (CLMS) Student Support Services is committed to providing you with the support you require to get back to good academic standing. It is understood that there may be obstacles to your success, and it might be difficult to pinpoint some of these challenges. The process of completing the online Learning Enhancement Checklist (LEC) will assist you in identifying obstacles to your academic progress by reflecting on key issues.

Choose a private time in your schedule when you can focus on the questions. You can do it wherever you may be and at any time that suits you. After completing the LEC, you will have a report with information that you can use to plan a way forward for your success. You are expected to join a LEC feedback group session and consult with a Student Counsellor to assist you with your action plan. Your action plan may include addressing your challenges or consulting university-based resources that might benefit your progress.

**What is the Learning Enhancement Checklist - LECR?**

This is a computerised screening and self-reflective tool to help you identify your barriers to your academic success! The LEC was initially developed by NMMU Student Counselling, Career and Development Centre but has been modified for UKZN by Student Support Services (CAES) and ICS. The questionnaire explores the following 6 areas which may impact your academic performance:

1. Career and degree choice
2. Socioeconomic factors
3. Academic skills
4. University environment
5. Relationships
6. Personal issues

**Why do I have to do this?**

* This is necessary for all students who are academically at risk, i.e. On orange (RISK1 or RISK2) or red (UNDERPERFORMING or PROBATION) on the UKZN Academic Monitoring and Tracking System (the robot system).
* Experience has shown that students who are aware of their difficulties will be more likely to achieve good academic standing (Green).
* This screening will enable you to identify your challenges and access appropriate support and help.
* It is compulsory for all at risk CLMS students to do the LECR assessment online even if you have done it before. This is because it is a new assessment and because the Covid-19 pandemic has led to a change from contact teaching and learning to online, which brings new challenges and opportunities that need to be taken into consideration.
* Since this is not a test, there are no right or wrong answers. Please complete this questionnaire as honestly and thoroughly as possible to get the most benefit out of the experience.
* It has been shown that students who engage positively with the LECR and follow up with their action plan are more likely to overcome their challenges.
* The Assessment should take approximately 20 minutes.

**What do you need?**

* A computer/device/laptop with internet access
* Your LAN login details (your username and password)
* It will be advantageous for you to be able print the report but this is not essential
* Access to Zoom

**How do you do it?**

 ✔ Start the assessment from the following link: [**https://clmslecr.ukzn.ac.za/**](https://clmslecr.ukzn.ac.za/)

 ✔ Once completed, please save the LEC report by emailing it to yourself or saving it on a USB.

 ✔ You will then need to take part in a **60-minute group feedback session** online via Zoom.

**Group sessions**

* These sessions will take place on the **Zoom platform** at scheduled times as specified by your Coordinator.
* There will be a maximum of 20 students per online group on a first-come-first-served basis.
* You can check on <https://clmsstudentsupport.ukzn.ac.za> for the available online group feedback times and dates for your campus, as well as the zoom meeting id details and then join an online zoom session.
* Only the first twenty students will be allowed into the session, so please go to another session later in the day or on another day if you miss that one.
* We suggest that you complete the LECR and feedback session as soon as possible once you have received your results.

For any queries, please contact your CLMS SSS Administrator via the toll-free line 0800 800 017 during office hours or email **MakhathiniN@ukzn.ac.za**

**LECR CONSENT FORM**

I am about to complete an online questionnaire called the Learning Enhancement Checklist

**Potential benefits of the LECR include: (**1) being able to identify any obstacles to my academic growth across all areas of my life, (2) being able to develop an action plan with my Counsellor to prioritise and overcome these obstacles, and (3) in so doing becoming a more self-aware and self-regulated learner.

 A copy of my LEC report may be stored in my personal file. My personal file will be safely stored with Student Support Services within an access-controlled storage space for a period of 5 years after which time it will be shredded. During this period, the file will remain the property of Student Support Services. My file will be accessible to relevant counsellors practising at Student Support/Counselling as needed, e.g., it will be handed over to a second counsellor if I have to transfer to a new counsellor. All counsellors will make reasonable attempts to obtain my written consent in order to read my file. Third party requests to access my file might occur but will only be granted if written consent to do so is obtained from me first.

 **How my information will be used:**

* I will be able to save and/or print a copy of my summarised LECR results immediately after the online assessment.
* Feedback will be given to the CLMS College/School in the form of a group profile. If I am part of a group being assessed by Student Support Services at the request of my School/College, my individual information will remain anonymous.
* Feedback on my individual LECR results will be provided to a third party only with my consent.
* My LECR results will be automatically uploaded to a Student Support Services access-controlled database as soon as my individual summary of results is generated. This database will be stored indefinitely by the Student Support/Counselling to make provision for future research. Such research aims to track the retention and throughput rates of students following their participation in an LECR-based support programme. Only the database developer and primary researcher will be able to link student names with raw data. However, all identifying details will be removed from the group datafiles before any analyses are conducted or reports written. Confidential student data will not be shared or discussed with academic staff. I have the right to decline permission for the inclusion of my data in the student counselling LECR database.

**I hereby give permission:**

To Student Support/Counselling to include my LECR data in the electronic Student Support/Counselling LECR database, and to use this data for research purposes

 ⬜ ⬜

**Yes No**

**Additional Information**

1. I acknowledge that I had the opportunity to read this document carefully and understand the information in this document.
2. I understand that I may ask further questions that I may have during the counselling process and can change my permissions in writing.
3. I understand that should I experience any distress while completing this assessment, I may access support services.

**During office hours (08:00 to 16h30, Mondays to Fridays)** I may contact the College of Law and Management Studies in one of the following ways:

* Bookings for counselling appointments: **MakhathiniN@ukzn.ac.za**
* Phone: 0800 800 017 toll-free during office hours only

Should I require support after hours in the case of an emergency, I may contact any of the following services:

• **Risk Management Services**

**• HC (031) 260 2540/2542**

**• PMB (033) 260 5211/5231**

**• WVL (031) 260 7133/7265**

**• SADAG: 0800 121 314 (24-hour helpline) / 0800 567 567 (suicidal emergency)**

**• Lifeline: 0861 322 322 (24-hour counselling line)**

**• SAPS: 10111 OR 112 from a cell phone / National Ambulance Response: 10177**