

Learner Induction Policy

Aims and objectives:

The Academy aims to enable learners to have all necessary information that will ensure their safety, as well as provide necessary guidance in starting their course. One of the main objectives of the Academy is to integrate learners academically and socially, as it will benefit the learner's study process.

Scope of the policy

This policy will apply to all courses delivered by our centre.

The induction

The induction process will be carried out on a face-to-face basis. All new learners are required to undertake an induction course specific to their training venue and training course subjects. All learners will also receive an induction on how to use any necessary equipment that is used in this student's training course.

The induction has to be completed prior to the course commence including health & safety, fire safety arrangements, toilet facilities, water and food arrangements as well as any other relevant information necessary to the student's safety and comfort.

Introduction to the training course:

- Aims and objectives of the training course
- Introduce the tutor(s) and/or assessor(s) that will be working with the student(s)
- Explain the course timetable including an explanation of the course structure
- The introduction of the learners and integration
- Discuss attendance procedures and lunch breaks

Encourage and facilitate learner interaction and conversation/discussion about learning

Ask the learners to talk about themselves, and so introduce each learner to the group. The Academy will use a mixture of different training styles to enable learning to all students therefore the Centre will not perform a learning style assessment as part of the induction process.

Policies and procedures

The induction will provide sufficient explanation in our company's policies and procedures as well as explain the staff and student's rights and responsibilities. Learners will also be inducted in the following procedures:

- Assessing tutor support
- Making complaints
- Attendance standards
- Assessment arrangements

Resources

The Academy's tutor will introduce learners on all training resources. This may involve power point, e-portfolio training as well as any other equipment/procedure involved in the training.

Learner's feedback

We are committed to listening to all our learners, therefore we welcome feedback from them.

Staff introduction

Our staff will aim to integrate themselves with learners during tutor/assessor activities.

Assessment

The induction will explain the assessment process in details. Learners are encouraged to ask questions to ensure that they are fully aware of their assessment arrangements.

General

Finalizing the induction process, staff will be answering learner's questions ensuring all learners know who to contact in case they have any further questions.

Follow up

During the training course staff will re-enforce the induction topics to check if the learners still understand all the information given at the induction date.

Monitoring of the policy

This policy will be reviewed annually by the management team