Procedure code and title:	2.1.2 Learner Induction
Policy area:	2.1 Communications
Version Number:	1
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Review Date:	

Purpose

The purpose of this procedure is to detail how KWETB staff will use learner induction to give new learners an insight into the centre or college; introduce them to their peers and key staff; inform learners about their programme, assessment and qualification; and to inform of expectations and norms within the centre.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

Learner induction is designed to allow new learners to meet one another in a relaxed environment, developing the relationships that will support their successful participation in the programme. Through the process, friendships will be formed, and mutual respect and informal supports developed.
 Throughout the induction process, learners will be given the same, standard information, to ensure that all are informed about their programmes and awards, and to reduce confusion about requirements and ensure clarity for learners. Learners will gain an insight into the award; course materials; programme structures; modules; timetables; and assessment techniques.

Policies and procedures can be explained in a clear and concise manner in order to reduce ambiguity.   Learners will be required to sign two documents:

1. <u>Learner Induction Statement</u> - indicating that they have been informed of and understand all items covered in Learner Induction.
2. <u>Learning Agreement</u>, indicating that learners will adhere to all policies and procedures

The induction period gives staff an opportunity to provide learners with orientation to the layout and flow of the building or location in which they will be learning, ensuring that all know the relevant entrances and exits; where classrooms are; where toilets are; and who they can ask for help if they are unsure.   Learners will be provided with an orientation to the IT system, receiving e-mail details and passwords, which will be distributed and tested during this period. The purpose of this is to give learners a sense of belonging and an insight into the community within the centre.
 During induction, learners will be given full information about health and safety; fire safety; safety protocols for people who may need assistance, and any pandemic-related protocols that may be relevant.

Learners will have opportunities to meet with Learning Practitioners, and guidance personnel and to be informed about requirements for attendance at class and expectations for participation and behaviour during classes. These sessions will be designed to allow learners to express any concerns or expectations they might have and are an opportunity to put learners at their ease in advance of commencing the more formal aspects of delivery.

Procedure – 2.1.2 Learner Induction

1	The Programme Co-ordinator should ensure that the Induction programme is designed with the support of the centre/college team by complying with document – *Plan for Induction.*
2	The Programme Co-ordinator should ensure that learners are provided with a timetable and plan for induction one week before the start date.
3	The Programme Co-ordinator should ensure that learners are given an orientation to location/buildings.
4	The Programme Co-ordinator should ensure that learners are introduced to teaching, auxiliary, and guidance staff.
5	The Programme Co-ordinator should ensure that information about programme content and award systems, duration, including placement of award on the National Framework of Qualifications and relationship to transfer and progression opportunities is explained to learners at Learner Induction.

6	The Programme Co-ordinator should ensure that learners are provided with information in a jargon free manner. It may be given in other languages where appropriate. Examples of information may include; • Equipment and materials required (if appropriate) • How to seek support, both for studies and for assessment • Timetable details • Programme information, including contact and self-directed hours; attendance requirements; expectations; study/homework expectations. • Assessment techniques and grading systems • Assessment schedules • Work Placement • Quality assuring assessment, including Results Approval; Internal Verification; External Authentication; Appeals (internal and external); Accessing reasonable accommodations and compassionate considerations and assessment malpractice. • Information technology systems and social media. Access to e-mail and passwords; e-Portfolio system if relevant.
7	The Programme Co-ordinator should ensure that the learners are aware of all health and safety, fire safety, first aid safety are explained at Learner Induction.
8	The Programme Co-ordinator should ensure that all learners sign the following statements: (note - If other document/statement/agreements are in place, they will suffice). Learner Induction Statement – (learners to confirm they have been informed and understand items discussed at Learner Induction. Learning Agreement – (learners to confirm they will adhere to all policies and procedures. As appropriate, parents or guardians of U18s can sign both forms.
9	The Programme Co-ordinator should ensure that feedback is received from learners on the effectiveness of the Learner Induction process.
10	Throughout the course, the Learning Practitioner should re-enforce the induction topics to ensure that learners still understand all the information that was given at the Learner Induction.

Link to other Policies/Procedures

1.2.4	Work Placement
1.3.9	Feedback to Learners
1.3.10	Internal Verification
1.3.11	External Authentication
1.3.12	Results Approval
2.2.4	Academic Integrity and Assessment

2.2.5	Reasonable Accommodation in Assessment
2.2.6	Compassionate Consideration
2.2.7	Deadlines, short term extensions and deferrals

Resources

Resources	• Learner Induction Statement • Learning Agreement