Learner Induction Checklist

Tutors must complete this Checklist at the start of the course and retain in the Course File.

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| **Course Title:** | **Course Code:** |
| **Tutor:** | **Start Date:** |

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| **All enrolled learners have been informed of:**  | **ü** |
| * Learner Entitlement (below, and also included within the Learner Handbook, available online or paper-based)
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| * ‘Safer Learning’– learners’ rights and responsibilities e.g., confidentiality
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| * Safeguarding / Prevent / British values (Hampshire Achieves Charter)
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| * Health & Safety
* Fire alarm – sound, location of nearest alarm
* Emergency evacuation route and assembly point
* Location of first aid box and emergency telephone
* Centre/venue specific guidance relating to Covid-19
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| * Importance of attendance and punctuality and procedures such as contact phone numbers/email address in case of absence
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| * Course content / syllabus / scheme of work
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| * Time commitment required to complete the course (such as course duration and private study expectations)
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| * Skills and knowledge needed for successful course completion including embedding of English, maths and essential digital skills where applicable
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| * Opportunities for learner / learning support for learners with learning difficulties and/or disabilities or other additional needs
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| * Opportunities to discuss in confidence any additional learning / support needs or to discuss any other aspects of the course
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| * Feedback and complaints procedures and learner feedback forms
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| * Teaching and learning strategies
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| * Assessment, accreditation, or examinations (including academic appeals procedure) associated with the course
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| * An outline of what learners could progress to when they complete the course
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**Enrolment process completed for all learners and all names included on the register.**

**Signed: Date:**

**Learner Entitlement Statement**

Hampshire Achieves welcomes and values all learners. Through our Hampshire Achieves provision we offer a wide range of courses for adults to help you achieve your career and life goals. We are committed to ensuring your wellbeing, security and providing a safe environment.

We will also aim to provide all the information you may need to succeed on your course as follows:

**Before the course starts**

* start date, times, number of weeks, fees, and costs
* location (face to face or online)
* level of course – e.g., beginners’ level
* what the course will cover
* whether any previous knowledge is required
* any necessary preparation prior to the start of the course
* any materials you will need to provide
* an opportunity to discuss, in confidence if you prefer, any particular needs you may have and how we can support you to achieve your learning goals.

**At the first session**

* the experience and background of your tutor
* the learning and teaching methods that will be used
* how your progress will be monitored
* relevant health and safety issues
* compliments / complaints procedures
* academic appeals procedures, if required
* arrangements for learning support, if required
* help to access your course if you have a disability or learning difficulty
* how we can ensure a safe learning environment and how you can contribute to this.

**During your course** we will ask you:

* to take part in regular reviews of your progress
* whether you have the right level and type of support to achieve on your course
* whether you feel safe as a learner with Hampshire Achieves
* whether you want to discuss any safety issues or anything else you feel concerned about
* to comment on how you think your course might be developed and improved to help you and other learners.

**At the end of the course,** you will have the opportunity to provide feedback on all aspects of your learning experience, including the opportunity to share your success on the Adult and Community Learning Wall of Fame.