Learner Induction Checklist

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

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

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

**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 learners 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., PW1, PW2, SI
* 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 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 Wall of Fame.