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. 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, we provide:**

* start date, times, number of weeks, and location
* what the programme will cover
* any preparation you should do
* an opportunity to discuss, in confidence if you prefer, any needs you may have and how we can support you to achieve your goals
* an opportunity to review and discuss your current EHC plan and Annual Review, qualifications and certificates and previous learning history and attendance

**At the first session**

* the experience and background of your Tutor and Skills Coach
* the learning and teaching methods that we provide
* how your progress will be monitored, both in the classroom and work placement
* relevant health and safety issues
* bursary support
* feedback and complaints procedures
* academic appeals procedures, if required
* arrangements for learning support
* help to access your course and work placement where appropriate
* 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. We have Confidentiality and Disclosure guidance that we can share with you.

**Throughout the course** you will have the opportunity to provide feedback on all aspects of your learning experience.