



Learner Induction Policy

The Excellent Performance Team aim for induction is to help learners and educators feel safe, informed, and included as well as making sure that accurate information on the expectations and tutor/learner responsibilities are understood. This policy is agreed by The Excellent Performance Team Key Contact and all Tutors and details the most important aspects of a learner induction.

Following this policy and procedure will ensure that all tutors are delivering a standardised induction to learners enrolled on a course with The Excellent Performance Team and details our commitment to making sure that every learner is informed of and has access to all necessary information and documentation at the start of their course, helping them get the best from their time at The Excellent Performance Team.

Policy aim and purpose

This policy applies to all learners who enrol onto a course with The Excellent Performance Team. All new learners are required to participate in a learner induction on the first day of their chosen course. All facets of The Excellent Performance Team are introduced to the new learners at this time.

Induction covers the following:

- Introduction to the tutors and assessors who will be working with the learner.
- Roles and responsibilities of the tutors, assessors, and learners.
- Arrangements for teaching and learning (delivery methods, reasonable adjustments & special considerations).
- An overall course structure and given a detailed overview of the course timetable and activities. Learning and teaching methods on the course (E.g., google classroom, practical activities etc.).
- The aims and learning outcomes of the learner's chosen course.
- Introduction to attendance procedures and requirements and the timetable for the course.
- Clear information about assessment procedures. Learner Support and Learner Resources.
- An introduction to any equipment they will be using during their course. Online classroom and Venue Orientation (Health and safety, fire safety, toilet facilities, break, food, and water arrangements moreover any other information necessary for the learner's safety and comfort).
- A sufficient explanation and access to The Excellent Performance Team's policies and procedures. Learners will be inducted in the following procedures:

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- The Excellent Performance Team ATC Appeals Policy
- The Excellent Performance Team ATC Complaints Policy
- The Excellent Performance Team ATC Conflict of Interest Policy
- The Excellent Performance Team ATC Data Protection Policy
- The Excellent Performance Team ATC Equal Opportunities and Diversity Policy
- The Excellent Performance Team ATC Health & Safety Policy
- The Excellent Performance Team ATC Learner Initial Assessment Policy
- The Excellent Performance Team ATC LEE Audit Policy
- The Excellent Performance Team ATC Malpractice and Maladministration Policy
- The Excellent Performance Team ATC Prevent Policy
- The Excellent Performance Team ATC Recognition of Prior learning Policy
- The Excellent Performance Team ATC Safeguarding Policy
- The Excellent Performance Team ATC Special Considerations and Reasonable Adjustments Policy
- The Excellent Performance Team ATC Internal Verification Policy

Responsibilities

The Excellent Performance Team are responsible for ensuring that this policy is applied fairly and consistently by all team members involved in Learner Induction.

The Excellent Performance Team are responsible for ensuring that any team members involved in learner Induction are trained this policy.

The Excellent Performance Team are responsible for ensuring candidates are treated fairly and consistently and will ensure this policy is implemented.

The Excellent Performance Team Course Tutors are responsible for following this policy in accordance with their training and completing new Learner Inductions.

As part of the induction process all new learners are responsible for reading and following the above listed policies and procedures, adhering to the learner responsibilities and timeframes outlined in each throughout their time of study with The Excellent Performance Team.

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