INDUCTION POLICY AND PROCEDURE

To ensure that applicants are aware of all relevant Centre's Policies, Procedures and legislation, they MUST attend an Induction at Skills Empowerment Training Solutions Limited, before commencement on any of our programmes.

This induction will cover the following areas:

- Health and Safety / Safeguarding
- Accident and Emergency Procedures
- Disciplinary and Grievance Procedures
- Appeals Procedure
- Company Information
- Equality & Diversity
- Course Content &Duration
- Assessment Methods & Procedures
- Anti-Plagiarism Policy

All learners wishing to enrol on a course at Skills Empowerment Training Solutions Limited will undergo an induction on the first day of their programme. This could be a group induction, or a one –one, depending on the circumstance.

All applicants must be given copies of the Company's induction booklet and information.

All induction paperwork must be fully completed by the applicant before the completion of induction and commencement of classes.

If identified during the interview process, additional support will be offered for the duration of the induction process accordingly.

Skills Empowerment Training Solutions Limited seeks to continually evaluate and improve on its induction process, therefore, learners are given questionnaires to assess induction eight weeks after the process, in order to get feedback on things like:

The amount of information given – about right, too much or too little?

Whether learners see a link between the information given and various aspects of their programme- how well prepared they feel for starting work.

Learners can also give useful feedback on induction later on, when they are more familiar with the learning and working environment.

At this stage, they should be able to comment on the accuracy and relevance of the information they were given at induction.

Changes to the content or process may help to ensure that information is presented in a way that helps learners to:

- Understand and absorb the key messages
- Question what they have learned, either at the time of the induction or during follow-up sessions.

INDUCTION PROCEDURE

It is the responsibility of the person delivering Induction (usually the programme tutor/assessor) to ensure that sufficient copies of all Induction materials are available before the required date and that the Induction materials are legible, complete and accurate.

Where there is a shortfall in Induction resources then a request should be made to the Administration Department, in advance of the Induction date, for production of the required materials.

It is also the responsibility of the tutor to supply each applicant with a copy of the company induction booklet to refer to.

All inductees must sign the induction check list for each individual area of the induction process.

Late arrivals may be deferred to the next induction date. However, learners arriving late (no more than 30 minutes late), may remain for the duration of the session but the person responsible for delivering the session must ensure that the learner is given any information they have missed at the end of that session.

All Induction questionnaires and paperwork must be completed by the learner and all such documents must be checked by the person responsible for that session before the close of the Induction Programme.

All completed documentation for portfolio based qualifications will be placed in the portfolio and copies must be returned to the Administration department by the tutor who held the induction session.