

Learner Induction Checklist

Learner Name:	Course Title:
Tutor:	Start Date:

I have been informed of:	✓
▪ Learner Entitlement including Learner Handbook/ Centre Handbook	
▪ Equality and Diversity Policy	
▪ Health and Safety Policy	
▪ Emergency evacuation procedure and assembly point including fire alarm	
▪ Location of first aid box and first aider information	
▪ Procedure if absent/ill including contact phone numbers/email address	
▪ Course content/Learning Outcomes/Scheme of Work including style of delivery and timings	
▪ Time commitment required to complete the course including all learning and assessment	
▪ Skills and knowledge needed for successful course completion including literacy and numeracy	
▪ Opportunities for learner/learning support for learners with learning difficulties and/or disabilities or other additional needs	
▪ Learning Resources Available from Centre	
▪ Learning Resources required for course including indication of costs	
▪ Assessment associated with the course including Assessment Criteria	
▪ Appeals Policy and Procedure	
▪ Plagiarism Policy and Referencing of sources	
▪ An outline of what learners could progress to when they complete the course	
▪ Opportunity to provide feedback	
▪ Complaints Policy and Procedure	

Signed (Learner):

Date:

Signed (Tutor):

Date: