



# Westwood Training and Consultancy

## Learner Induction Policy

### **Purpose**

All learners who study within WTC should receive an appropriate induction programme.

### **Statement of Intent**

WTC recognises the importance of ensuring all learners begin their study experience in a positive and supportive environment.

This policy aims to clarify the support provided and the responsibilities of all parties in ensuring induction is completed effectively.

Induction ensures that all learners have a clear understanding of the course they are registered on and expectations of student and behaviour.

Learners will obtain a good understanding of how WTC works including its principles, values and objectives. It ensures that all learners have the knowledge and skills necessary to perform their role in a safe working environment.

### **Scope**

This policy covers all learners accessing courses with WTC

The core content and aims of induction for all learners remain the same. However, it is expected that certain aspects of induction will differ and this will reflect the specific needs and requirements of the individual and their role.

The centre administrator is responsible for determining the scope and nature of induction programmes for individuals and that induction takes place. This includes ensuring that new employees:

- Have an induction programme arranged before the start of the course
- Receive appropriate local information as required in their induction checklist
- Know how to access relevant policies and procedures

### **Key principles**

The following principles apply:

- To encourage and foster best learning practices.
- To ensure all learners have a clear understanding of the key commitments relevant to their study and can apply these.



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- To increase learner
- To help create a positive and supportive learning environment.
- To help define performance expectations from the WTC and to encourage the highest levels of motivation. To ensure WTC complies with its legal obligations with particular regard to health and safety legislation.

## The Inductee

It is the joint responsibility of the centre administrator and learner (inductee) to ensure all items are covered. This means the inductee needs to monitor their checklist and to raise any gaps with their line manager.

## Induction Checklist

The Induction Checklist covers all aspects of induction. This is provided by the centre administrator at the start of learners induction day.

## Ongoing Support

To ensure the overall induction process has been carried out smoothly, the learners tutor will ensure induction is completed. The centre administrator should note all positive changes and make amendments to the existing framework and bring these changes to the attention of the head of the centre.

## Associated policies

- Learner recruitment policy
- Reasonable adjustments policy
- Equal opportunities and inclusion policy
- Data protection policy
- Reasonable adjustments

## Review

The policy will be reviewed in September 2022

We will review this policy and its associated procedures annually as part of our self-evaluation arrangements and/or in response to customer, or regulatory feedback and any trends that may emerge in the types of queries we may have received.