Before a new learner starts studying we will:

- Complete the required paperwork including the required personal information.
- Discuss deadlines for submission if appropriate.
- Discuss payment options
- Undertake a 1 to 1 meeting either face to face or over Skype.
- Discuss quality procedures such as assessment and IQA.
- Provide information on training venues including how to get to them and arrangements for refreshments.

Health and Safety

- We will discuss our Health and Safety policy with you including risk assessments and reporting procedures for accidents, incidents and near misses if this is relevant.

The Organisations

- We will discuss record keeping, confidentiality and data protection.
- We will give you any relevant passwords and access information if you are uploading your work to Moodle.
- We will give you details of where to send your work either via e-mail or a hard copy.
- We will give you all the relevant policies and procedures.

FOR FURTHER INFORMATION CONTACT

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Introduction

It is a requirement that every learner will undergo a course induction to introduce them to their programme of study, delivery personnel and the environment in which it is delivered.

Tutors and Assessors are responsible for ensuring that an appropriate course induction programme is in place for all learners. This will vary from programme to programme but as a minimum, where there is a taught course, a period of icebreaking and introductions may be delivered.

In addition, learners spend the first part of the first day of each programme being inducted into the administration of the qualification, assessment requirements and into their learning journey.

Excellence in Vocational Education

Programme Induction

Induction covers the following:

- The aims and learning outcomes of the course
- Introduction to the trainers, assessors and/or tutors who will be working with the learner.
- The arrangements for teaching and learning.
- The overall course structure and given a detailed overview of the course timetable and activities.
- Learning and teaching methods on the course (i.e. learning styles, e-portfolio, enrichment activities etc.)
- Introduction to attendance procedures and requirements and the timetable for the course.
- Clear information about assessment procedures.

Policies and Procedures

The induction provides a comprehensive explanation and awareness raising of Creo Skills policies and procedures relating to the Assessment Centre, including

- Registration
- Equality and Diversity
- Health and Safety
- Plagiarism
- Malpractice
- Complaints
- Appeals
- Assessment
- Fair Access to Assessment
- Recognised Prior Learning
- Internal Verification
- Verifying learner identity
- Confidentiality and data protection

Learner Support

Learners are informed of sources of learner support and ways of accessing support mechanisms.

The induction should identify, as early as possible, learners with learning difficulties or other needs, in particular ‘at-risk’ learners should be referred for support as required, with progress monitored and reviewed.

Resources

There will be an introduction to any specific course resources; this might involve a specific project, such as e-portfolio training and VLE training.

Learner Voice

Creo Skills is committed to listening to its learners and to taking their views into account in the development of its provision.

Progressing onto a Higher Level Course

Learners progressing to the next level of their course should be introduced to the content and structure involved at that level. In particular, learners should be made aware of the increasing challenge of the work involved and any elements which are different in that level.

The induction should enable learners to review their progress and manage their transition to their present course.