

## Adult & Community Learning Handbook - Appendix F

### Learner Induction Checklist

Tutors should complete this Checklist at the start of the course and retain it in the course file.

<b>Course title:</b>	<b>Course code:</b>
<b>Tutor:</b>	<b>Start date:</b>

<b>All enrolled learners have been informed of:</b>	✓
Learner entitlement	
Learner Information Booklet See appendix C	
Safeguarding and Prevent policy and procedures	
They are on a programme which is part funded by ESFA. Learners will need to sign a declaration	
Fire alarm – sound and location of nearest alarm	
Emergency evacuation route and assembly point	
Location of 1 <sup>st</sup> aid box and emergency telephone	
Procedure if learners are absent , including contact phone number and email address	
Course content, syllabus, scheme of work	
Time commitment required to complete the course	
Skills and knowledge required for successful course completion including literacy and numeracy	
Opportunities for learning support for learners with special educational needs and/or disabilities or other additional needs	
Arrangements to see tutor confidentially to inform him/her of additional learning needs or to discuss any aspects of the course	
Compliments and complaints procedures and learner feedback forms	
Teaching, learning and assessment for learning strategies	
Summative assessment or accreditation associated with the course	
Outline of progression routes upon completion of the course	

**The enrolment process has been completed for all learners and all names are included on the register.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_