



Learner Induction Policy

Aims of the Policy

The purpose of this policy is to ensure that learners have a safe effective learning environment. We aim to provide all the necessary information and guidance to learners on commencement of starting their course.

Scope of the policy:

This policy covers all courses that Turtle CYP cover.

This is currently:

- Introduction to Youth Work
- Level 2 Award in Youth Work Principles
- Level 3 Diploma in Youth Work Practice
- Cygnet Course

The Induction

Our induction process for Youth Work courses is carried out on a face-to-face basis. All new learners are required to participate in the first taught session where all facets of the organisation are introduced to the new learners. The day includes health and safety, fire safety, toilet facilities, breaks, food and water arrangements moreover any other information necessary for the learner's safety and comfort.

VERSION CONTROL			
Date:	Version:	Effect:	Due for Review
November 2022	v1	November 2022	November 2025
October 2024	v2	October 2024	October 2026

Our induction for the Cygnet course will be carried out online or face to face depending on the main setting for the specified course.

Introduction to the training course

We will cover the following in the induction process:

- Aims and objectives of the training course
- Introduce the tutor(s) and/or assessor(s) that will be working with the student(s)
- Explain the course timetable including an explanation of the course structure
- The introduction of the learners and integration
- Discuss attendance procedures and breaks
- Discuss face to face and Virtual Zoom lessons

Encouraging a sociable learning environment

Learners are encouraged to talk to each other, introduce themselves to fellow learners. We facilitate Ice Breaker activities to help learners get to know each other.

Policies and procedures

The induction process provides explanation of our organisations policies and procedures as well as explaining the learners and staff's rights and responsibilities. Each learner undertaking a youth work qualification will receive a learner handbook prior to the first session. Learners are also introduced to the following policies and procedures:

- Malpractice, Maladministration and plagiarism Policy
- Recognition of Prior Learning Policy
- Safeguarding Adults Policy
- Reasonable Adjustments Policy
- Complaints Policy and Procedure
- Appeals Policy and Procedure
- Equality & Diversity Policy Teaching and Learning Policy and Principles
- Data Protection and Privacy Policy
- Health & Safety Policy

Resources

The Tutor will introduce the learners to all training resources, this includes an introduction to using Zoom, making sure all learners understand how to access live virtual lessons.

Learner's feedback

We are committed to listening to all our learners and seek feedback from them throughout the duration of the course.

Staff introduction

Our staff will aim to integrate themselves with learners during tutor/assessor activities.

VERSION CONTROL			
Date:	Version:	Effect:	Due for Review
November 2022	v1	November 2022	November 2025
October 2024	v2	October 2024	October 2026

Assessment (Level 2 & 3 youth work only)

The induction will explain the assessment process in detail. Learners are encouraged to ask questions to ensure that they are fully aware of their assessment arrangements.

General

Finalising the induction process, staff will be answering learner's questions ensuring all learners know who to contact in case they have any further questions.

Follow up

During the course, staff will re-enforce the induction topics to check if the learners still understand all the information given at the induction date.

Monitoring of the policy

This policy will be reviewed bi-annually by the Director and Trustees.

VERSION CONTROL			
Date:	Version:	Effect:	Due for Review
November 2022	v1	November 2022	November 2025
October 2024	v2	October 2024	October 2026