



College of Science Engineering and Management

## Learner Induction Checklist

<b>Learner Name/Learner Group</b>	
<b>Qualification(s) to be studied</b>	
<b>Location of Induction</b>	
<b>Date of Enrolment</b>	

<b>Please confirm the following items have been explained and conducted at the start of the programme of study</b>	<b>Yes/No</b>
Has the learner been informed about induction, presentation been given?	
Has the learner handbook been provided?	
Is the learner clear about the planned curriculum including delivery of units, key dates for issue and submission of assignments, weekly timetable etc)	
Is the learner clear about how he/she will be assessed and what is needed for success on the programme of study?	
Is the learner clear about how to submit their work for assessment?	
Is the learner clear about what constitutes malpractice and the action that will be taken in the college?	
Has the learner been informed about the Equality and Diversity Policy?	

Has the Appeals Policy been explained (both centre and awarding organisation policies)?	
Is the learner clear about rules regarding health and safety?	
Does the learner understand how a complaint can be made?	
Has the learner been given a tour of the centre? Not applicable	
Has the learner been given access to the physical and/or virtual resources?	
Has the learner been given other information which will help them to settle into the college and their studies? This might include information on travel to the college, how feedback on their experience in the college will be gathered etc.	

Any learner comments regarding induction	
Any follow up action required?	
Learner signature	
Date	
Tutor signature	
Date	