

Induction Checklist

Planning	√ / X
Have you:	
Devised a bespoke programme?	
Take account of the needs of learners?	
Tailored activities to the time available?	
Laptop arranged for the learner?	
Parent and learner given the Student Information Pack and Student Handbook?	
Learner knows his days to come?	
Is the learner coming by taxi?	
Has the learner Met relevant staff? (DSL and Deputy DSL) and have their contacts?	
Have their immediate questions answered?	
Are learners aware of all the Health & Safety requirements for their courses?	
Undertake appropriate initial assessments in Maths and English?	
Will staff:	
Have read the EHCP of the learner?	
Does the learner comes with 1-2-1 ?	
Resourcing and delivering the programme for this learner?	
Have you:	
Introduced the resources in college which will be used as part of the courses?	
Checked for any work experience required for the learner?	
Produced laptop with an email address for the learner?	
Devised stimulating and demanding activities which learners will enjoy?	
Are learners:	
Actively engaged and involved in practical task?	
Working in group as well on individual activities?	
Encountering vocational / technical situations?	
Learning about the subjects?	
Are staff:	
Clear about their involvement in delivering the induction?	
Evaluating the induction process	
How will you:	
Collect / assess the information you want?	
Analyse the various types of response	
Share and use the results with colleagues and learners?	
Use the results to contribute to programme review?	

Induction Checklist (to be completed by each student and handed to MS)

By the end of week 1

- Received the pupil handbook
- Issued with course timetable / rooms / staffing
- Completed academy orientation
- Has setup their laptop?
- Know the course team and all room locations
- Completed the initial Maths & English assessments
- Completed an initial Health & Safety induction

Induction: By the end of the week 6

- Completed Initial 1:1 Review and also IEP
- Any changes proposed to be made?
- Noted the days for EHCP Review or any other annual reviews

Guidelines for the Early Absence, Withdrawal and Change of Course during Induction

The first few weeks in the Academy have been shown to be crucial for learner's retention. As in previous years we need to monitor the attendance of new learners very carefully.

An important feature of this will be establishing early communication with learners and parents/carers. All tutors and support staff are asked to help implement this system by following the procedures outlined below.

DSL and the deputy DSL are required to telephone any learner who does not arrive for induction or is absent at any time during induction. Course tutors should note the outcome of these calls .

Change of Course

Learners wishing to change any element of their study programme must discuss this first with their mentor or the Course Tutor.

Contacting Parents and Carers

Feedback is sent every day to parents and carers of the learner who has attended the academy. Parents and carers are encouraged to engage with these feedback with the learner and the academy staff and are free to ask any questions, if they may.

staff.