



Empowering Futures

Learner Induction Policy

Version: 1.0

Date of Issue: 22 May 2025

Next Review Date: 22 May 2026

Approved by: Rhean White, Centre Manager

1. Purpose

This policy sets out Empowering Futures' approach to learner induction. The induction process ensures all learners receive essential information, support, and resources at the beginning of their programme to enable a positive start, informed participation, and long-term success.

2. Scope

This policy applies to all learners enrolled on any programme offered by Empowering Futures, including accredited, non-accredited, face-to-face, and remote delivery.

3. Objectives

- To provide learners with a clear understanding of the programme structure, expectations, and support available.
- To introduce key policies including safeguarding, health and safety, equality and diversity.

- To familiarise learners with staff, premises, digital platforms, and learning resources.
- To establish an inclusive and welcoming learning environment.
- To ensure compliance with funding and awarding body requirements.

4. Induction Activities

All learners will participate in a structured induction within the first 5 working days of programme commencement. Induction activities include:

- Welcome and introductions
- Overview of the programme, timetable, and assessment structure
- Tour of facilities or navigation of online platforms
- Introduction to support services (mentoring, safeguarding, careers advice)
- Explanation of key policies and learner responsibilities
- Completion of initial assessments in Maths, English, and digital skills
- Health and Safety briefing
- Safeguarding and Prevent training overview
- Issuance of learner handbook and contact details

5. Monitoring Engagement

Attendance and participation during induction will be recorded. Any learner who fails to attend will be followed up by the centre administrator and offered a repeat session or catch-up opportunity.

6. Support During Induction

Learners with SEND or additional needs will receive tailored support during induction. Empowering Futures will ensure all learners feel welcome, informed, and confident to begin their learning journey.

7. Roles and Responsibilities

Centre Manager:

- Oversees the induction process and ensures compliance.

Tutors:

- Deliver key elements of induction and answer learner questions.

Support Staff:

- Assist learners with accessing resources and completing enrolment documentation.

Learners:

- Engage fully with induction and ask questions to support their understanding.

8. Evaluation and Review

Learner feedback will be collected at the end of induction. Feedback will be used to continuously improve the induction process. This policy will be reviewed annually or sooner if there are significant changes to programme delivery or compliance requirements.

Signed: R. White

Name: Rhean White

Role: Centre Manager

Date: 22 May 2025