



## Learner Induction Policy

Produced by Jagruti Patel , Sr. Manager of Curriculum and Quality

**Approved by Palwi Sood , Managing Director Version date:**

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Person/s responsible: SLT, all management and delivery staff

Signed :Jagruti Patel

Signed: Palwi Sood

**Policy owner: Jagruti Patel**

## Future Connect Training Learner Induction Policy

*(Applicable to Commercial Courses, ESFA/DfE Funded Provision, and Skills Bootcamps)*

Contact for Learner Support and Induction Queries:

- Telephone: 0203 790 8674
- Email: [info@fctraining.org](mailto:info@fctraining.org)
- Postal Address: Future Connect Training & Recruitment Ltd, 4<sup>th</sup> Floor lawford house, N3 1QA

### 1. Policy Statement

Future Connect Training (FC Training) is committed to ensuring that all learners receive a structured, supportive, and informative induction experience that enables them to:

- Understand their programme, assessment requirements, and expected standards.
- Be aware of their rights, responsibilities, and available support.
- Access welfare, safeguarding, and personal development opportunities.
- Progress successfully through their learning journey to completion and employment or further training.

This policy applies equally to commercial learners, funded provision, and Skills Bootcamp participants.

### 2. Aims and Objectives

#### Aims

- To ensure learners feel welcomed, informed, and supported from enrolment through completion.
- To provide learners with the knowledge and tools to succeed, including study skills, welfare support, and digital access.
- To embed DfE/ESFA compliance requirements, including safeguarding, Prevent, British Values, and equality & diversity.
- To ensure learners understand policies such as Complaints, Appeals, Malpractice, Health & Safety, and Code of Conduct.

#### Objectives

- Deliver a structured induction programme within the first 2 weeks of enrolment.
- **Provide clear information about:**
  - Programme structure, GLH, duration, and assessment.
  - Learner rights and responsibilities.
  - Support services available (academic, welfare, careers).
- **Ensure learners sign and acknowledge:**
  - Learner Agreement.
  - Safeguarding and Welfare Declaration.
  - Authenticity and Malpractice Declaration.
- Ensure induction is accessible, inclusive, and adaptable to the needs of all learners, including those with additional learning needs (ALN).

### 3. Scope of Policy

This policy applies to:

- All learners on commercial training programmes.
- All learners on DfE/ESFA funded courses (including Skills Bootcamps).
- Staff, tutors, assessors, and subcontractors responsible for learner onboarding.

### 4. Induction Process Timeline

Stage	Timeline	Activities	Outcomes
Enrolment & Pre-Induction	Before Day 1	- Initial IAG (Information, Advice & Guidance). - Eligibility checks (funded learners).	Learner suitability confirmed; learning plan drafted.

		<ul style="list-style-type: none"> <li>- Diagnostic assessments (English, Maths, Digital).</li> <li>- Collection of learner information (support needs, safeguarding disclosures).</li> </ul>	
Week 1 – Welcome & Orientation	Within 1 week of enrolment	<ul style="list-style-type: none"> <li>- Introduction to FC Training, mission, and values.</li> <li>- Overview of programme content, structure, and assessment.</li> <li>- Introduction to staff, tutors, and key contacts (Safeguarding Officer, Quality Lead, Employer Engagement).</li> <li>- Digital onboarding (learning platform, email, MS Teams/Zoom).</li> </ul>	Learners familiar with programme expectations and contacts.
Week 1–2 – Policies & Compliance	Induction sessions	<ul style="list-style-type: none"> <li>- Explanation of: <ul style="list-style-type: none"> <li>• Complaints and Appeals Policy.</li> <li>• Malpractice Policy.</li> <li>• Safeguarding and Prevent.</li> <li>• Equality, Diversity, and Inclusion (EDI).</li> <li>• Health &amp; Safety, data protection, and GDPR.</li> </ul> </li> </ul>	Learners aware of rights, responsibilities, and compliance obligations.
Week 2 – Learning Support & Welfare	By end of Week 2	<ul style="list-style-type: none"> <li>- Introduce available learner support: <ul style="list-style-type: none"> <li>• Additional Learning Support (ALS).</li> <li>• Careers, Information, Advice &amp; Guidance (CIAG).</li> <li>• Wellbeing and pastoral support.</li> <li>• Financial hardship signposting (for funded learners).</li> </ul> </li> </ul>	Learners know how to access support during programme.
Ongoing Support	Throughout programme	<ul style="list-style-type: none"> <li>- Monthly tutorials and ILP reviews.</li> <li>- Safeguarding/welfare check-ins.</li> <li>- Progress monitoring and feedback.</li> <li>- Employer engagement (for Skills Bootcamps).</li> </ul>	Learners feel supported academically and personally.
Completion & Exit Guidance	End of programme	<ul style="list-style-type: none"> <li>- Final assessment confirmation.</li> <li>- Certification process explained.</li> <li>- Exit interview: learner feedback, career goals, and progression planning.</li> <li>- Signposting to further learning, employment, or apprenticeships.</li> </ul>	Learners complete successfully and progress to next stage.

## 5. Areas Covered in Induction

### 1. Programme Information

- Structure, schedule, and GLH.
- Attendance and participation expectations.
- Assessment methods and deadlines.

### 2. Learner Rights and Responsibilities

- Respect, inclusion, and professional conduct.
- Anti-bullying, harassment, and safeguarding.
- Academic honesty and malpractice prevention.

### 3. Support and Welfare

- Named Safeguarding Officer contact.
- Welfare, wellbeing, and mental health support.
- Additional learning support (reasonable adjustments, assistive technology).
- Financial and digital support (funded learners).

#### **4. Quality, Complaints, and Appeals**

- Process for raising complaints.
- Process for appealing assessment decisions.
- External escalation routes (DfE, ESFA, awarding bodies).

#### **5. Health, Safety, and Wellbeing**

- Site safety, fire procedures, and accident reporting.
- Online safety and data security (GDPR).
- Staying safe online and Prevent duty awareness.

#### **6. Progression & Careers**

- Career pathways linked to programme.
- Employer engagement (Skills Bootcamps).
- Job search, interview preparation, and guaranteed interviews (where funded requirement).
- Signposting to apprenticeships, higher education, or employment.

#### **6. Learner Acknowledgement**

At the end of induction, learners must complete:

- Learner Induction Checklist (signed by learner and tutor).
- Learner Agreement (commitment to programme rules and conduct).
- Authenticity Declaration (commitment to original work).

#### **7. Monitoring and Review**

- Tutors must ensure all learners complete induction activities within 2 weeks of enrolment.
- Induction records will be stored in the learner's file and audited by the Quality Team.
- The Quality Manager will review induction annually to ensure compliance with DfE, ESFA, Ofsted, and awarding body requirements.