



Cherry Tree
EDUCATION

CHERRY TREE SCHOOL LEARNER INDUCTION POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2024

DATE OF NEXT REVIEW: SEPTEMBER 2025

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL ADHERE TO ITS CONTENTS.

Cherry Tree Learner Induction Policy

Introduction

This policy sets out the approach to induction into various qualifications on offer at Cherry Tree.

Induction to a course of learning is a two-way process that will allow learners to establish that the course they intend to follow is appropriate to their needs and aspirations and allow Cherry Tree to appropriately advise learner choice and plan for the delivery of courses according to the needs of learners.

The following outcomes will be achieved as a result of induction:

- Learners will understand the expectations of them before commencing learning, allowing them to prepare for their qualification in order to achieve their potential.
- The suitability of the course in terms of the learner's current capabilities and aspirations will be confirmed or, if the learner is not yet ready to commence the qualification.
- Information will be shared to allow learners the opportunity to establish progression opportunities from the course, into other learning.

Induction Process

The following will take place before learning or assessment begins:

- Tutors/Assessors will use assessment tracking data to ensure learners are enrolled on the appropriate level qualification before induction.
- Tutors/Assessors will clearly outline to learners the qualification contents, units undertaken, progression paths once completed and signpost learners to relevant policies and procedures (complaints, reasonable adjustments, equality and diversity, recognition of prior learning etc.)
- Tutors/Assessors will deliver induction at the beginning of the qualification to make learners fully aware what is expected of them and what the tutor/assessor's responsibilities are.
- Learners will be given the opportunity to ask questions or query any parts of the qualification.
- Learners will be asked to sign a document stating they have been through the induction process.

**This policy will be reviewed annually by the Headteacher
and or the Management Committee**