



**ENABLE**

The Voluntary and Community Sector  
Learning and Skills Consortium

# Induction Policy

## Change History

Original Date:28/10/08

Review Date: 13/09/2018

<b>First Published:</b>		28/01/2008	<b>Originally Created by:</b>	Accreditation Lead
<b>Person Responsible for Policy:</b>		Enable CEO		
<b>Date of Review</b>	<b>Reviewed by</b>	<b>Policy changes</b>	<b>Approved by</b>	<b>Date of next review</b>
19 Feb 2018	Standards Officer	Changes to job titles to reflect new organisational restructure.  Small changes to wording and referencing	Operations Manager	23 July 2018
13/09/2018	Standards Officer	No Changes	CEO	17/09/2019
17/08/2019	SMT	Omitted related documents	CEO	17/08/2020
21/04/2020	SMT	No Changes	CEO	21/04/2021

### Strategic Commitment

Enable is committed to a full and well balanced Induction which will ensure all learners receive consistent, relevant information that helps them to settle onto their chosen course.

### Purpose

To ensure a consistent Learner Induction for all learners in a range of voluntary sector organisations.

### Policy

Enable is committed to ensuring the learner induction is consistent and thorough. Enable is fully committed to equality of opportunity during learner Induction.

### Induction Arrangements

All organisations must complete the following requirements as a minimum when completing a learner Induction:

- Discuss course content, delivery and assessment.
- Equality and Diversity.
- Safeguarding.
- Prevent Duty.
- British Values.
- General Data Protection Regulation (GDPR)
- Health and Safety and Safe Learner principles.
- Discuss Enables Fair Assessment Statement and Accreditation Appeals Procedure.
- Discuss the Learner Involvement Strategy.
- Complete learner induction record.

The Standards Officer can offer advice and support if required.

POL-010  
**Implementation**

1. The policy will be reviewed and discussed with all existing organisations and new organisations during visits.
2. The policy will be displayed on Enable's website.
3. Implementation will be reviewed during regular visits undertaken by the Standards Officer.

**Signed:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_