

Triton Training Limited	System of Work	PAGE ISSUE DATE REVIEW	Page 1 of 5 Two 01/01/2022 01/01/2023
TITLE: ATC Learner Induction Policy		APPROVED BY: Directors	

## 1. Learner Induction Policy

At Triton Training we believe that good inductions are vital in ensuring learners feel safe, informed and included as well as making sure that accurate information on the expectations and tutor/learner responsibilities are understood. This policy is agreed by the Triton Training Quality Manager and all Tutors and details the most important aspects of a learner induction. Following this policy and procedure will ensure that all tutors are delivering a standardised induction to learners enrolled on a course with Triton Training and details our commitment to making sure that every learner is informed of and has access to all necessary information and documentation at the start of their course, helping them get the best from their time at Triton Training.

## 2. Policy aim and purpose

This policy applies to all learners who enrol onto a course with Triton Training. All new learners are required to participate in a learner induction either in person or via live online platform prior to the first day of their chosen course. All facets of the Triton Training are introduced to the new learners at this time.

Induction covers the following:

- Introduction to the tutors and assessors who will be working with the learner.
- Roles and responsibilities of the tutors, assessors and learners.
- Arrangements for teaching and learning (delivery methods, reasonable adjustments & special considerations).
- An overall course structure and given a detailed overview of the course timetable and activities.
- Learning and teaching methods on the course (E.g. e-portfolio, practical activities etc.).
- The aims and learning outcomes of the learner's chosen course.
- Introduction to attendance procedures and requirements and the timetable for the course.
- Clear information about assessment procedures.
- Learner Support and Learner Resources.
- An introduction to any equipment they will be using during their course.
- Online classroom and Venue Orientation (Health and safety, fire safety, toilet facilities, break, food and water arrangements moreover any other information necessary for the learner's safety and comfort).

- A sufficient explanation and access to Triton Training’s policies and procedures. Learners will be inducted in the following procedures:
  - Triton Training ATC Appeals Policy
  - Triton Training ATC Complaints Policy
  - Triton Training ATC Conflict of Interest Policy
  - Triton Training ATC Data Protection Policy
  - Triton Training ATC Equal Opportunities and Diversity Policy
  - Triton Training ATC Health & Safety Policy
  - Triton Training ATC Learner Initial Assessment Policy
  - Triton Training ATC LEE Audit Policy
  - Triton Training ATC Malpractice and Maladministration Policy
  - Triton Training ATC Prevent Policy
  - Triton Training ATC Recognition of Prior learning Policy
  - Triton Training ATC Safeguarding Policy
  - Triton Training ATC Special Considerations and Reasonable Adjustments Policy
  - Triton Training ATC Internal & External Verification

### 3. Responsibilities

- The Triton Training Directors are responsible for ensuring that this policy is applied fairly and consistently by all team members involved in learner Induction.
- The Triton Training Directors are responsible for ensuring that any team members involved in learner Induction are trained this policy.
- The Triton Training Directors are responsible for ensuring candidates are treated fairly and consistently and will ensure this policy is implemented.
- Triton Training Course Tutors are responsible for following this policy in accordance with their training and completing new learner Inductions.
- As part of the induction process all new learners are responsible for reading and following the above listed policies and procedures, adhering to the learner responsibilities and timeframes outlined in each throughout their time of study with Triton Training.

### 4. Documentation

- All documentation relating to learner Induction will be available on the Triton Training website, sent via email upon request at the time of induction and as a physical paper copy throughout every practical session.

### 5. Updates of Procedure

Issue	Written, Checked and Approved	Issue Date	Action by
1	Written, Checked and Approved	01/01/2021	Krystal Buckley

2	Written, Checked and Approved	01/01/2022	Krystal Buckley
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## 6. Internal Documents & Forms

1. Triton Training ATC Appeals Policy
2. Triton Training ATC Complaints Policy
3. Triton Training ATC Conflict of Interest Policy
4. Triton Training ATC Data Protection Policy
5. Triton Training ATC Equal Opportunities and Diversity Policy
6. Triton Training ATC Health & Safety Policy
7. Triton Training ATC Learner Initial Assessment Policy
8. Triton Training ATC LEE Audit Policy
9. Triton Training ATC Malpractice and Maladministration Policy
10. Triton Training ATC Prevent Policy
11. Triton Training ATC Recognition of Prior learning Policy
12. Triton Training ATC Safeguarding Policy
13. Triton Training ATC Special Considerations and Reasonable Adjustments Policy
14. Triton Training ATC Internal & External Verification
15. Triton Training ATC Learner Initial Assessment Form

## 7. External Sources of Information

16. RLSS Guidance Documents.
17. Swim England Guidance Documents.
18. STA Guidance Documents.
19. ESF Guidance Documents.