




LEARNER INDUCTION POLICY

LEARNER INDUCTION POLICY

Authorised by the HEAD OF MTI	Date
 <hr/> Mr David Reeve	1 March 2019

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LEARNER INDUCTION POLICY

1. PURPOSE

MTI will conduct induction and orientation sessions to provide learners with the knowledge, information, tools and resources to successfully complete their training and assessment.

Learners will be aware of their rights and responsibilities that will contribute to their success.

2. SCOPE

This policy is applicable to all prospective MTI learners

3. RESPONSIBILITY

It is the responsibility of the MTI HEAD to ensure that the policy is implemented either directly and / or through the appointment of responsible persons.

4. REFERENCES

NONE

5. POLICY STATEMENT

Acquaint learners with the MTI learning environment (face to face and / or e-learning), assist them in understanding rules , policies , procedures and lines of communication.

Induction starts when the prospective learner contacts MTI . As part of the inquiry process the prospective learner may be sent information or will be directed to the MTI website. All of this information provides the prospective learner with information regarding their rights, responsibilities and information regarding MTI operation.

This includes:

- Learner enrolment and induction/orientation procedures
- Course information, including content and outcomes
- Fees and charges, including refund policy and exemptions (where applicable)
- Learner support, including any external support that MTI has arranged for learners
- Flexible learning and assessment procedures
- Appeals and Complaints procedures
- Language and learning policy

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- Disciplinary procedures
- Learner and MTI roles and responsibilities.

Upon enrolment the new learner may be inducted in either face-to-face sessions or via E-learning / distance learning.

FACE TO FACE

A formal induction process is undertaken during the first class which includes:

- Tour of building including staff amenities
- Discussion of information outlined in learner handbook
- Outline of roles and responsibilities of trainer, workplace supervisor (if applicable) and the learner .
- MTI online instruction and use
- Emergency fire drill (if applicable)
- An Induction Checklist to be signed by each learner

Additional information in the face-face sessions will include:

- Contact details
- Training Package Information
- Code of Practice
- Delivery modes
- Plagiarism
- Privacy and confidentiality
- Credit Transfer
- Assessment methods and requirements
- Training and assessment resources
- Training Plan
- Complaints and appeals
- Harassment and bullying
- Occupational health and safety (where applicable)

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- Tutorial assistance and other support available for learners

Information on the above topics is also available via:

- MTI website
- Training Plan
- Induction information

DISTANCE TRAINING

A formal induction process is undertaken on enrolment and usually includes:

- An information pack which outlines a range of information, tools and resources which will help them achieve their work and training goals.

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