

# LEARNER INDUCTION FORM

**QUALIFICATION TITLE / UNIT STANDARD TITLE :** \_\_\_\_\_

**SAQA ID:** \_\_\_\_\_ **NQF LEVEL :** \_\_\_\_\_

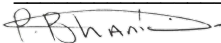
The purpose of an induction session is to inform you about the key aspects of the course you are about to embark on and give you an opportunity to ask all the questions that you may have.

**The induction agenda covers the following areas:**

- Welcome by the Training Force Representative/Facilitator/Assessor
- An outline of the National Qualification Framework (NQF)
- An outline of the South African Qualification Authority (SAQA)
- An outline of the Sector Education and Training Authorities (SETA's) and their role specifically focusing on the SETA relevant to the course
- Details on the course content to be covered
- Details on the entry requirements
- Completion of Logbooks (where applicable)
- Role of a Workplace Mentor (where applicable)
- Details on the principles of the Assessment Procedure and Assessment Plan
- Details on the Appeal and Grievance Procedure
- Brief outline of possible career paths and job opportunities that may be accessed through the completion of the course
- Personal Protective Equipment (PPE) that is required for the course (where applicable)
- Safety procedures when onsite at the workplace and during practical training (where applicable)
- Training Force Learner Code of Conduct
- Proposed training schedule
- Role of you, the learner
- Importance of learner attendance and completion
- Support available to you
- Questions

Learner Comments: \_\_\_\_\_

Learner Name and Surname: \_\_\_\_\_

Learner Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

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QA0090	Learner Induction Form	Genee Griffiths	Y	25/08/2020	4