

# Bay Learning Academy CIC

## Learner Induction Policy 2024 – 2025

### 1. Introduction:

Bay Learning Academy designed a learner induction policy to provide a seamless and informative onboarding experience for our learners. At Bay Learning Academy, we recognise the pivotal role that a robust induction process plays in setting the foundation for successful academic and social integration. This policy outlines our commitment to fostering a supportive learning environment, ensuring safety, and empowering learners with the essential knowledge needed to embark on their educational journey.

### 2. Aims and Objectives:

The primary aim of Bay Learning Academy is to empower learners with essential information to ensure their safety and provide guidance at the commencement of their courses. The key objective is to seamlessly integrate learners both academically and socially, enhancing their overall study experience.

### 3. Scope of the Policy:

This policy applies to all courses offered by Bay Learning Academy.

### 4. The Induction:

The induction process will be conducted via the Virtual Learning Environment (VLE) - Moodle. New learners are required to watch an induction video that covers basic information about their courses. Additionally, all learners will receive guidance on using the VLE specific to their training course.

### 5. Encouraging and Facilitating Learner Interaction:

To foster a collaborative learning environment, learners will be encouraged to introduce themselves through discussion forums. While the Academy recognises the importance of learning style assessments, they will not be conducted as part of the induction process.

### 6. Policies and Procedures:

The induction will comprehensively explain the Academy's policies and procedures, elucidating the rights and responsibilities of both staff and students. Learners will be familiarised with procedures related to:

- a. Assessing tutor support
- b. Making complaints
- c. Attendance standards
- d. Assessment arrangements

**7. Resources:**

Course resources, including books, articles, PowerPoint presentations, sample portfolios, and any required equipment or procedures, will be provided on the course page.

**8. Learner's Feedback:**

Bay Learning Academy is committed to receiving and acting upon learner feedback. A mechanism for learners to provide feedback will be in place to ensure continuous improvement.

**9. Staff Introduction:**

Staff will actively integrate with learners during tutor/assessor activities. Learners will receive a message on VLE from their assigned tutor, introducing themselves and establishing a positive learning relationship.

**10. Assessment:**

The induction will elucidate the assessment process in detail. Learners are encouraged to ask questions to ensure a comprehensive understanding of their assessment arrangements.

**11. General:**

Concluding the induction process, staff will be available to answer learner's questions, which can be communicated through messages to their assigned tutor.

**12. Monitoring of the Policy:**

This policy will undergo an annual review by the quality assurance team to ensure its relevance and effectiveness in meeting the needs of Bay Learning Academy learners.