# Induction Checklist for Staff

# Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The learner has received the following information and completed the necessary forms**

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| --- | --- | --- | --- |
| **□** | Completed Personal Details and given to Hayley | **□** | Received Alpha’s privacy notice and signed the form regarding photography and data protection |
| **□** | Shown the website and student page including where to find Alpha’s policies and procedures and concerns form | **□** | Received the welcome page |
| **□** | Received the all about me page and have completed it | **□** | Received and completed the behaviour contract |
| **□** | Completed the online initial assessment for Maths and English and recorded result | **□** | Completed a practical initial assessment and recorded the result |
| **□** | Completed an Individual Learning plan (ILP) | **□** | Received a login and password for Simple VLE |
| **□** | Received a login and password for Pathbrite Portfolio | **□** | Received and completed the Learner Styles Questionnaire |
| **□** | Received and completed the home/college agreement form | **□** |  |
| **□** |  | **□** |  |
| **□** |  | **□** |  |
| **□** |  | **□** |  |

Induction completed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_