# Student Induction Checklist

# Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Tutor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I know and am clear about…☑**

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| **□** | I have had a tour of where I will be working/learning | **□** | Contact details for those managing my course and where I will be studying |
| **□** | The role of my Personal Tutor | **□** | Information about my qualification and how this is assessed |
| **□** | Where to go for information, advice, guidance and support | **□** | My weekly timetable (days and times) and the term/holidays dates on my course |
| **□** | Behaviour expectations | **□** | What my course includes, how the course is designed e.g. different modules, coursework |
| **□** | How to get learning support to help with my studies if I need this | **□** | Punctuality and attendance expectations |
| **□** | My individual learning plan and tutorial schedule | **□** | The procedure for reporting lateness and absence from class |
| **□** | Who to speak to if I have a problem or complaint | **□** | Health and Safety in the college and on my course |
| **□** | Alpha Training’s policy on equal opportunities | **□** | Resources, books, equipment and uniform I will need for my course |
| **□** | Alpha Training’s policy on keeping students safe | **□** | The college disciplinary procedure |
| **□** | Learning styles form completed | **□** | Initial Assessments in Maths and English completed |

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| **I still need to find out about …** |
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pdkziyjg[1]Student Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Tutor pdkziyjg[1]Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_