# 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_