

2023  
V3

# Induction & Onboarding Policy

## Introduction

Debut Academy believes that well planned Induction onboarding arrangements provide the following benefits for all our learners whatever their age or circumstances:

An effective introduction to the Academy can involve the following Academy Personnel:

Contract Managers  
Personal Tutor/Assessor  
Head of Teaching, Learning & Assessment  
Apprenticeship Coordinator  
Safeguarding Officers  
Careers Officer  
Equality & Diversity Officer  
Learner Support Officer  
Administration Staff

### Onboardings provide the following benefits:

- Support with settling into the course, group or employment position
- An opportunity to make new friends and to feel part of the 'Debut Community'
- Information, Advice and Guidance to help them understand their rights and responsibilities as well as the demands of their course
- The opportunity to have any additional support requirement(s) diagnosed so that they can be discussed and appropriate support arranged
- Support in realising Debut's aim for every learner to:
  - Stay Safe
  - Stay Healthy
  - Enjoy and Achieve
  - Make a Positive Contribution
  - Achieve Economic Wellbeing

## Importance of an Induction Onboarding

The purpose of an induction onboarding course is:

- To make new learners of all ages and abilities aware of the type of skills and knowledge that they need to develop to be successful in their studies.
- To inform those new learners about the resources and support provided by the programme to help learners develop those skills.
- To ensure that learners have a overview of the course they have applied for and they are aware of the elements it includes and expectations that will be placed on them.
- To ensure learners have no unexpected surprises on their course, they would know what to expect with workload, completing homework, how it may impact on them.
- To ensure learners have knowledge of alternative course options so that they can make an informed decision to proceed and enrol, change to an alternative course or change their mind.
- To give learners the opportunity to ask questions throughout or at the conclusion of the induction to reassure them of anything they feel apprehensive about.
- To relay key information regarding safeguarding topics, E&D, H&S, Prevent, E-Safety etc
- To relay the roles of key staff and who to go to for safeguarding, support, etc

## Induction Onboarding

As well as an initial course onboarding, each learner will undergo a classroom induction covering a session with their designated tutor covering important elements to help them understand additional elements such as:

- ✓ How to log in and navigate their learning portals
- ✓ How to collect evidence for their qualification and upload it
- ✓ Theory and workbook expectations
- ✓ Case Study and practical treatments/assessment expectations
- ✓ Classroom rules & expectations using equipment and resources
- ✓ Reviews and setting SMART targets, Careers Advice
- ✓ Working as a class team
- ✓ Wider Curriculum events
- ✓ Community Event planning

## Induction Onboarding Leads

Linda Edwards - General Manager & Contract Manager for 16-19 years SP Learners

Grace Ogden - Apprenticeship Coordinator

Nikki Roberts - Sales & Recruitment for Adult Learners

Kersti Harding - Contract Manager ALL

## Learner Entitlements

All learners will attend an Induction onboarding session if not before the start of their course, within two weeks of commencement of it. Items marked \* do not have to be completed during the first two weeks but can be introduced within the first eight weeks.

The onboarding processes will consist of the following elements:

Induction Onboarding Element	16-18	19+	Apprentices
Introduction & Course Induction Onboarding	✓	✓	✓
IAG Questions/1:1 Informal Interview	✓	✓	✓
Initial Assessment & Diagnostic in Maths & English	✓	✓	✓
Enrolment Documentation Completion	✓	✓	✓
Opportunity to discuss disabilities, health conditions, including support arrangements & PSED support	✓	✓	✓

Induction Onboarding Element	16-18	19+	Apprentices
Dyslexia or Dyscalculia Screening (if applicable)	✓	✓	✓
Apprenticeship Induction Onboarding	✓	✓	✓
1:1 Meeting with Learning Mentor (if applicable)	✓	✓	✓
<p>Information on Key College Policies and Procedures on the following:</p> <ul style="list-style-type: none"> <li>• Dress Code &amp; Personal Appearance</li> <li>• The Review Process</li> <li>• Appeals &amp; Complaints Procedure</li> <li>• Course Programme &amp; SOW</li> <li>• Disciplinary &amp; Grievance Procedure</li> <li>• Health &amp; Safety</li> <li>• Equality &amp; Diversity</li> <li>• Safeguarding &amp; Prevent Duty</li> <li>• Careers IAG</li> <li>• COVID Protocols</li> <li>• Fundamental British Values</li> <li>• Harassment &amp; Bullying</li> <li>• Drugs &amp; Alcohol</li> <li>• Data Protection &amp; Privacy</li> <li>• Code of Conduct</li> <li>• Learner Expectation &amp; Ofsted Guidelines</li> <li>• Attendance</li> </ul>	✓	✓	✓
<p>Information on the Organisation, including: How the course will be taught, work graded &amp; assessed</p> <ul style="list-style-type: none"> <li>• Uniform and resources</li> <li>• Electronic/paper testing</li> <li>• Assessment Criteria</li> <li>• Assignment Criteria</li> <li>• Exam Testing Criteria &amp; Invigilation</li> <li>• Bud</li> <li>• Additional Learning Opportunities (workshops, wider curriculum, diploma enrichment, w/experience, community events)</li> </ul>	✓	✓	✓

Induction Onboarding Element	16-18	19+	Apprentices
Extra Content: <ul style="list-style-type: none"> <li>• Learner Awards and Incentives</li> <li>• Personal Belongings</li> <li>• Mobile Phone Usage</li> <li>• Holiday Leave &amp; Acceptable/Non Acceptable Absence</li> <li>• Eating &amp; Drinking in Class</li> <li>• Change of Circumstances</li> <li>• Uniform Ordering</li> </ul>	✓	✓	✓
Supplementary Work based Content: <ul style="list-style-type: none"> <li>• Employer expectations</li> <li>• Job descriptions &amp; contract</li> <li>• In workplace tracking and work</li> <li>• Assessor/Employer &amp; Apprentice Meetings</li> <li>• Programme of Apprenticeship</li> <li>• Careers and Progression IAG</li> </ul>	✓	✓	✓

### Representation & Support

Debut acknowledges that for learners who are 16-18, their transition into further education can be a daunting process, and we openly welcome parents/guardians to attend the induction process and additionally have the opportunity to ask questions. This also has the advantage of beginning to forge relationships with learner's families so they can be supported and encouraged from all sides. We also welcome learners who are over 18 to bring along anyone they would like to for this process.

### Open Day/Evening Events

It is recommended, wherever possible, to encourage prospective applicants to take part in a open day/evening event. These are delivered from all our centres and includes an orientation of the training rooms. Information is provided and visitors have the opportunity to ask questions. They are also shown examples of the workbooks Debut provides and any other available resources they may encounter on their course. Debut encourage parents/guardians to attend open day/evening events if the learner is under 18 years.

### Quality Assurance

All learners will be provided with a link to complete an onboarding survey to provide impartial feedback on how they found this process. Debut welcomes feedback so that it is able to change or adapt any areas that may require improvement. It also allows Debut to recognise if additional training of staff who conduct onboarding events is required.

## **Confidentiality & Data Protection**

Debut is committed to ensuring confidentiality during the induction and enrolment process to comply with the requirements of the Data Protection Act 1988 and in line with its own separate policies on Data Protection and Confidentiality.

## **Equal Opportunities**

Debut Academy is committed to the implementation of a policy to achieve equality of opportunity for all staff and learners while responding to the needs of the community it serves. Therefore, Debut Academy will actively work to achieve equality regardless of, for example, age, race, skin colour, disability, gender, marital status, sexual orientation or faith.

## **COVID & Induction Onboarding Events**

Since COVID-19 this has restricted the way we can conduct inductions. When we can, inductions are carried out onsite face-to-face. Some are also conducted over zoom. We aim to keep onboarding inductions to minimal numbers. Attendees to onboarding events may wear a mask or protective visor if they wish to do so.

## **Onboarding Booklet**

Debut have designed bespoke onboarding booklets for each specific funding provision. These set out clear guidelines and information about courses, qualifications and our service. They are sent out just before onboarding or after the event to provide a resource that applicants can look at when they want and revisit it.

## **Unsuitability for Course Continuation**

Debut has the right to request a reference from the previous training provider of an applicant if they feel that additional information will be beneficial prior to making a decision. Unsatisfactory references, poor prior attendance or if an applicant has been excluded from a previous training provider, will result in a more in depth interview with the applicant and Center Manager, prior to a decision being made at their discretion.

Debut reserves the right not to admit an applicant who previously attended a training provider, but failed to make sufficient effort towards successfully completing their studies or staying on programme for the duration of their course and completing. References from prior training providers are also taken into consideration, especially if it indicates a learner failed to show any commitment or were withdrawn through any disciplinary matter.

Additionally, if it is considered after lengthy information gathering and 1:1 interview, that a course is unsuitable for a learner to undertake, due to one or more of the following:

- Learner ability (learning difficulty)
- Medical restriction or disability (prevents them from fulfilling practical assessments)
- Inappropriate course for desired career path

If any one of the above elements is known then the learner will be subsequently advised of an alternative course route or training provider to approach.

Please refer to Debut's linked policies below for additional information regarding Induction Procedure Standards:

- Advanced Learning Loan Policy
- Confidentiality Policy
- Data Protection Policy
- Equal Opportunities & Inclusion Policy
- Complaints Policy
- Freedom of Information Policy
- Initial Assessment Policy
- Admissions & Application Policy
- Careers Advice and Guidance Policy
- Guidance Policy
- IAG Policy
- Learner Support & Super group Policy
- Mentoring – Learner Policy
- PSED Support Policy
- Questionnaire & Feedback Policy
- Quality Policy
- Skills for Life/Transferrable Skills Policy

## **Policy Revision**

Issue 10 - Updated June 2024

Revision Date – June 2025