**SCG23: Participant Induction Checklist**

Tutors should complete this Checklist at the start of the course and retain in the Course File.

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| **This is to be completed by project staff** | | | |
| Organisation Name | **Impactful Governance – Community Interest Company** | | |
| Project Name | **Social Enterprise & Community Work** | | |
| Project Reference | **4870** | | |
| Course Title | Working in the sector | Course Code |  |
| Coach/Tutor | Helena & Alison | Start Date |  |

|  |  |
| --- | --- |
| **All Enrolled Participants Have Been Informed Of:** | **✓** |
| Participant Expectation | **✓** |
| Project is funded by ESF | **✓** |
| Data protection and how it affects you | **✓** |
| Freedom of Information explained and understood | **✓** |
| Equal Opportunities and Sustainable Development explained and understood | **✓** |
| ‘Safer Learning’ – participants’ rights and responsibilities | **✓** |
| Fire alarm – sound and location of nearest alarm | N/A |
| Emergency evacuation route and assembly point | N/A |
| Location of first aid box and emergency telephone | N/A |
| Procedure if participants are absent including contact phone numbers/email address | **✓** |
| Course content/syllabus/scheme of work | **✓** |
| Time commitment required to complete the course | **✓** |
| Skills and knowledge needed for successful course completion including literacy and numeracy | **✓** |
| Opportunities for learning support for participants with learning difficulties and/or disabilities or other additional needs | **✓** |
| How the participant may talk to any Project staff member, in confidence, to let them know about any additional participant needs or to discuss any aspects of the course | **✓** |
| Appeals and complaints procedures and participant feedback forms | **✓** |
| Teaching and learning strategies | **✓** |
| Assessment, accreditation or examinations associated with the course | **✓** |
| An outline of what participants could progress to when they complete the course | **✓** |

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| **To be completed by the Participant**  **I confirm the information on this form is correct and I am aware that this project has been financed by the ESF.** |
| |  |  |  | | --- | --- | --- | | **Name** |  | **Signature:** | | **Date** |  | |
| **To be completed by the Coach**  **I confirm the information on this form is correct and I declare that I have supported the Participant in its completion. To the best of my knowledge, the above-named Participant is eligible for ESF-funded support**. |
| |  |  |  | | --- | --- | --- | | **Name** |  | **Signature:** | | **Date** |  | |

## Participant Expectation

We welcome and value all participants. We offer a wide range of adult learning courses to help you achieve your career and life goals, keep active and for enjoyment. We are committed to ensuring your wellbeing, security and providing a safe environment.

We will also aim to provide all the information you may need to succeed on your course as follows:

#### Before the Course Starts

* Start date, times, number of weeks, location
* Level of course – e.g. beginners’ level
* What the course will cover
* Whether any previous knowledge is required
* Any necessary preparation prior to the start of the course
* Any materials you will need to provide
* An opportunity to discuss, in confidence if you prefer, any needs you may have and how we can support you to achieve your learning goals

#### At the First Session

* The qualifications / experience of your tutor
* The learning and teaching methods that will be used
* How your progress will be monitored
* Relevant health and safety issues
* Appeals & Complaints procedures
* Arrangements for learning support, if required
* Help to access your course if you have a disability or learning difficulty
* How we can ensure a safe learning environment and how you can contribute to this

**During Your Course** we will ask you:

* To take part in regular reviews of your progress
* Whether you have the right level and type of support to achieve on your course
* Whether you feel safe as a participant with SEMLEP
* Whether you want to discuss any safety issues or anything else you feel concerned about
* To comment on how you think your course might be developed and improved to help you and other participants

**At the End of the Course** you will have the opportunity to provide feedback on all aspects of your learning experience.