



Bridgetraining

Induction Process

Foundation Learning Process for Induction

- Inductions to start at 0930
- Learners to be given a breakdown of what will happen during the morning and who they will need to see. This will be written on a flip chart for all learners to see.
- Induction booklet to be gone through and signed
- IAG Manager brought in to discuss support that BTL can offer –
 - Archdeacon Centre – before diagnostics take place
 - Unit 5 – after diagnostics take place
- Diagnostics to be completed (one hour time limit for each assessment)
- Learner to have their timetable set by Emma Edkins (Archdeacon Centre) and Hannah Summers (Mill Place).
- LDP to be completed on the first day of the learner's training
- Medical form to be completed and filed separately by:
 - Dale Philllips – Archdeacon Centre
 - Hannah Summers – Mill Place

Adult Learner Process for Induction

- Emma/Hannah to commence inductions at 1330
- Learners to be given a breakdown of what will happen during the morning and who they will need to see
- Induction booklet to be completed
- Diagnostics to be completed (one hour time limit for each assessment)
- Learner to have their timetable set by Emma/Hannah
- LDP to be completed on the first day of the learner's training