DEWDROP VOCATIONAL INSTITUTE

POLICIES

& PROCEDURES

LEARNER INDUCTION POLICY

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| **Title: Learner Induction Policy** | | |
| **Prepared by:**  Malcolm Hendricks | **Reviewed and**  **approved by:** Agatha Nnaji | **Type:**  Policy |
| **Department:** | **Version:** 1 |
| **Effective date:**  January 24, 2022 | **Date updated:**  January 22, 2022 | **Policy Number:**  POL-004 |

# OBJECTIVE

The main objective of this policy is to provide the new learners with the necessary information, resources, and motivation to ensure their effective integration into the new learning environment.

Onboarding should be an exciting and action-packed process which makes the Learner feel:

* Confident in their choice of Learning Institute.
* Fully engaged and able to perform their duty with confidence.
* Valued and be willing to grow within a company.

# RESPONSIBILITY

Review and Maintain Policy: Human Resources Team

Operational Responsibility to Implement: Facilitators and Human Resources Team

# SCOPE

This policy applies to all registered learners at Dewdrop Institute.

**POLICY AND PROCEDURE**

**Phase 1: Pre - Arrival**

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| **Action** | | | | **Responsible** | **Documents/**  **Procedure** | | |
| Communicate the learners. | registration | process to | potential | DDI enrolment team | Dewdrop Institute Registration form, resume & educational certificates. | | |
| Review and shortlist applications. | | | | DDI selection team | Dewdrop Institute feedback form. | | |
| Inform potential learners of the selection outcome. | | | | DDI enrolment team | Email or telephone. | | |
| Inform successful learners about the course schedule. | | | | DDI enrolment team | Course timings. | schedule | and |
| Confirm if learners have any special needs (disability, learning challenges etc.) | | | | DDI enrolment team | Email or telephone. | | |
| Inform successful learners about DDI Grooming and Dress Code Policy. | | | | DDI enrolment team | DDI Grooming Policy | | |
| Inform successful Protocols. | learners | about DDI | Covid-19 | DDI enrolment team | DDI Health & Safety Policy. | | |
| Inform successful learners to review and sign the DDI Learner Contract. | | | | DDI enrolment team | DDI Learner Contract, Code of Conduct. | | |
| Arrange the items in the arrival pack in the following order: Signed welcome card from Executive Director, Learner’s handbook, DDI notebooks & pens, Identification cards, Nametags, Lever arch files and dividers | | | | HOD/Human Resources |  | | |

**POLICY AND PROCEDURE**

**Phase 2: Arrival of new Learners**

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| **Action** | **Responsible** | **Documents/ Procedure** |
| Welcome the new learners.  Adhere to the Covid – 19 Protocols. | DDI Team | Covid – 19 signage, masks & sanitizer |
| Register new learners. Offer refreshments.  Prepare learners to complete the Induction documents. | DDI Team | Arrival checklist, Registration form, U-shape set-up,  Files, notebooks, pens, refreshments, Induction documents, Audio visual |

**Agenda – Day 1:**

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| **DAY 1** | **LEARNER INDUCTION** |  |
| 08:00-08:15 | Health & Safety Presentation | Activity |
| 08:15-08:30 | Self Introduction by Learners & team members | Activity |
| 08:30-09:00 | Allow Learners to share their fears and expectations. | Activity |
| 09:00-09:15 | Welcome message from our Executive Director | Presentation |
| 09:15-09:45 | Tour of the Facility | Activity |
| 09:45-10:00 | Tea/Coffee break | Activity |
| 10:00-10:30 | Review & Explain DDI's Grooming Standards & Dress Code | Presentation |
| 10:30-10:45 | Ask Learners to practically identify the facilities | Activity |
| 10:45-11:15 | Presentation of Induction documents | Presentation |
| 11:15-12noon | Question and Answer session | Presentation |
| 12noon-12:30 | Lunch Break | Activity |
| 12:30-13:00 | Psycho-Social Assessment of Learners | Activity |
| 13:00-13:30 | Career Planning - Motivational Talk | Activity |
| 13:30-13:45 | Q&A - Motivational Talk | Activity |
| 13:45-14:30 | Complete individual Vision Statements | Activity/Presen |
| 13:30-13:45 | Pulse Check: Review learner expectations | Activity |
| 13:45-14:00 | Tea/Coffee break | Activity |
| 14:00-14:30 | Team Building Exercise | Activity |
| 14:30-15:00 | Review and practically explain the Health & Safety Standards | Activity |
| 15:00-15:30 | Day 1 Overview & Learners' Assessment | Activity |



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| **Agenda – Day 2:** | | |
| **DAY 2** | **LEARNER INDUCTION** |  |
| 08:00-08:15 | Health & Safety Presentation | Activity |
| 08:15-08:30 | Team Recall-Day 1 Highlights | Activity |
| 08:30-09:00 | Review Individual Vision Statements/Personal Development Plans | Activity |
| 09:00-09:15 | Brain Teaser - Teamwork | Activity |
| 09:15-09:45 | Review and practically explain the Learner Code of Conduct | Presentation |
| 09:45-10:00 | Tea/Coffee break | Activity |
| 10:00-10:30 | DDI Policies | Presentation |
| 10:30-10:45 | Pulse Check: Review learner expectations | Activity |
| 10:45-11:15 | DDI Policies | Presentation |
| 11:15-12noon | Questions & Answer session | Activity |
| 12noon-12:30 | Lunch Break | Activity |
| 12:30-13:00 | Review and practically explain DDI's Assessment Methodology | Presentation |
| 13:00-13:30 | Review and Explain the Portfolio of Evidence | Activity |
| 13:30-13:45 | Team Activity on PoE | Activity |
| 13:45-14:30 | Pulse Check: Review learner expectations | Activity |
| 13:30-13:45 | Review Training Schedule for the Cohort | Activity |
| 13:45-14:00 | Tea/Coffee break | Activity |
| 14:00-14:30 | Quality Assurance: Learner/Assessor Session | Activity |
| 14:30-15:00 | Questions & Answer session | Activity |
| 15:00-15:30 | Day 2 Overview & Learners' Assessment | Activity |

***Acknowledgment by the Employee:***

I have received a copy of the above policy which I have read and understood.

Name: …………………………………….

Signature: ………………………………………

Date: ………………………………………