

Kerry CTC Induction Policy

Objective

The objective of this policy is to ensure that all learners aged 16-21 joining Kerry CTC (CTC) receive a thorough and informative induction programme. This programme is designed to help learners settle into their new environment, understand Kerry CTC's policies, procedures, and expectations, and acquire essential information about their courses and available support services.

Induction Process Overview

All new learners are required to participate in a comprehensive induction process, which is divided into two parts: an initial face-to-face induction and a six-week probationary period.

Part One: Initial Face-to-Face Induction

The first part of our induction process is conducted face-to-face and is designed to be completed within three days of the learner commencing their course. During this time:

1. **Induction Meeting:** Learners will attend an induction meeting with their designated tutor or manager.
2. **Learner Induction Handbook:** Each learner is aware of the Learner Induction Handbook and can request a copy. The tutor or manager will go through this handbook in detail to ensure that all information is clearly understood. This handbook includes:
 - Health and safety procedures
 - Fire safety protocols
 - Information about toilet facilities
 - Details about lunch breaks
 - Timekeeping expectations
 - Any other relevant information necessary for the learner's safety and comfort.

Part Two: Six-Week Probationary Period

The second part of the induction process spans six weeks and serves as a probationary period. During this time:

1. **Training and Safety:** Learners will undergo additional training, including manual handling and any other health and safety training required.
2. **Individual Learner Plan (ILP):** An Individual Learner Plan (ILP) will be developed in collaboration with each learner. This plan will:
 - Identify the specific needs of the learner.
 - Outline the services provided by the Community Training Centre.
 - Detail services provided by other parties, such as literacy and numeracy support or counselling.

Continuous Support and Assessment

Throughout the induction period, learners will receive continuous support and assessment to ensure they are adapting well to the training environment and meeting the expected standards. Regular check-ins with tutors will provide opportunities to address any concerns and make necessary adjustments to the ILP.

Completion and Documentation

At the end of the six-week probationary period, learners will have a final review meeting to assess their progress and finalise their ILP.

Conclusion

The induction programme at Kerry CTC is designed to provide learners with the knowledge, skills, and support they need to thrive in their training. By ensuring a comprehensive and structured induction process, we aim to foster a positive and productive learning environment for all.