



## Enrolment & Induction Policy

### Enrolment

After your initial enquiry for a place on a course run by the Extra Learning is made, you are placed on an enquiry list.

You will receive a call advising you of the next available appointment to discuss course information with the course tutor or admin staff depending upon the course enquiry

At the appointment you will be asked to provide necessary documentation such as :

*photo id documents (passport or driving licence)*

*proof of address*

*original education qualifications (to ascertain if you fulfil entry requirements)*

*evidence of appropriate work experience*

This will depend upon the course you wish to enrol on.

At the appointment appropriate advice is given to ensure you are placed on the right course. You will be advised of the basic course overview. You will have an opportunity to discuss any questions about the course such as dates, times, fees, career opportunities.

An initial assessment will be carried out to confirm your eligibility.

Enrolment can be carried out on the day depending upon the course or you will be invited to come in on course induction day.

### Induction

To assist in smooth transition to life at Extra Learning we will provide all new students with a one-day induction programme. We at Extra Learning understand some students take time to settle down to a new environment. We arrange the induction programme to help all new students settle down in their new environment. The induction programme will cover :

- Extra Learning policies regarding attendance, health and safety, evacuation, first aid, etc.
- Course registration procedure with Extra Learning and the accredited body
- Details on course delivery and assessment.
- Providing an opportunity to get to know each other, to meet members of staff and understand the social and cultural life at Extra Learning.
- Providing information on local amenities such as library, social clubs and activities, events etc.
- Tour of the building. Fire Exits, Toilets. Explaining about the facilities available at Extra Learning and how to use them.