##### ESF COMMUNITY GRANTS

LEARNER INDUCTION CHECKLIST

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| --- | --- | --- | --- |
| Learner Name |  | Grant Recipient Name | Gaydio Brighton Ltd TA The Gaydio Academy |
| Course Advisor | Alex Baker | Start Date: | 5th November 2020 |

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| --- | --- |
| **Learner – please tick to confirm that you have been informed or provided with information regarding the following:**  | ✓ |
| Programme is funded by the European Union through the European Social Fund (ESF) |  |
| Safeguarding procedure and policy |  |
| Health & Safety procedure and policy |  |
| Equality and Diversity procedure and policy |  |
| British values |  |
| Complaints and Compliments Procedure  |  |
| Emergency evacuation route and assembly point if applicable |  |
| Location of first aid box and first aider if applicable |  |
| How to report dangers or accidents or safeguarding concerns |  |
| Learner voice - opportunities to provide feedback on your activity |  |
| Procedure if learners need to cancel appointments including contact phone numbers/email address |  |
| Course timetable/holiday dates |  |
| Opportunities for learner/learning support for learners with learning difficulties and/or disabilities or other additional needs |  |
| Who to contact to discuss any concerns or aspects of the programme if learner does not want to speak to course advisor |  |
| Teaching and learning strategies including e-learning |  |
| Information on what opportunities are available to catch up on any missed activity |  |
| Assessment, accreditation, or examinations associated with the course |  |
| An outline of what you could progress to when they complete the course |  |

Learner Name: Leaner Signature: Date: