



Creative Inclusion

LEARNING STUDIO

Creative Inclusion: An Independent Alternative Specialist Provision

Learner Induction Policy

Effective Date: July 2025

Approved by: Advisory Board August 2025

Review Date: July 2027

Introduction

The purpose of learner inductions is to prepare new learners to commence their programme of study by orienting them with the organisation's facilities and services. It is also an opportunity to outline the responsibilities that learners have as part of Creative Inclusion's community.

This policy considers Creative Inclusion's mission to provide accessible and transformational learning experiences that meet or exceed the exacting standards of UK education, to inspire and develop future leaders.

All learners, regardless of their programme of study, will receive some form of induction which is appropriate to the type of study to be undertaken. Learner induction will contain elements generic to all learners, as well as programme specific elements.

Learner induction aims to:

- Ease the transition to a therapeutic and academic learning environment, preparing them for study and adjusting to academic life.
- Establish learners as part of Creative Inclusion's community.
- Introduce and raise awareness of key policies and procedures.
- Provide introduction to programme module structure with a full explanation of the assessment process.

During their induction learners will be provided with relevant information and resources such as induction booklets, timetables, academic calendars and achievement certificates.

Additionally, learners will receive a health and safety briefing.

Creative Inclusion will promote opportunities for learners to engage in the decision-making processes that impact on their experiences.

Key Workers will organise a 1 to 1 meeting with all learners during the first 4 weeks of their induction to assist with the production of an Individual Learner Plan (ILP). The ILP will identify strengths and areas for development that may benefit academic, emotional, social, and personal progression, as well as identifying key skills gaps.

Management of the Induction Process

Responsibility for the development of effective processes and procedures associated with the quality assurance and maintenance of standards lies with the Advisory Board.

Creative Inclusion Intervention and Wellbeing Mentors will be responsible for scheduling inductions and will also be responsible for ensuring that learners are notified about their induction within the specified time, as well as contacting learners who cannot attend or miss their inductions to make alternate arrangements.

Learners must make every effort to attend their scheduled induction.

Creative Inclusion will ensure that all learners receive the benefit of a full induction; this will be held as soon as possible but within one week of their enrolment.

The Prevent Duty

As a specialist alternative provision Creative Inclusion has a duty to provide a learning environment which adheres to the principles of academic freedom and freedom of speech.

We will also follow and embed all aspects of Prevent.

Creative Inclusion is committed to upholding values associated with British society - the 'British Values':

- respect for democracy and support or participation in the democratic process.
- respect for the rule of law.
- individual liberty and equality of opportunity.
- mutual respect and tolerance different faiths and beliefs.

Creative Inclusion will include presentations and discussions regarding Prevent, British Values and our safeguarding policy; this will inform learners of how and when to report any concerns.