



Learner Induction Policy

Effective Date: November 2023 onwards.

At Earth & Beauty, we are committed to providing a comprehensive and supportive learning environment for all our learners. Our learner induction policy outlines the procedures and expectations for learners during their time with us. This policy aims to ensure a smooth and successful transition into our programs and sets the foundation for a positive learning experience. Please familiarize yourself with the following guidelines:

1. Introduction and Orientation:

- a. Upon enrolment, learners will receive an orientation session to introduce them to our training facility, staff, and available resources.
- b. Learners will be provided with an overview of the program curriculum, learning objectives, and assessment methods.
- c. They will be given a copy of the learner handbook, which contains important policies, procedures, and guidelines.

2. Code of Conduct:

- a. Learners are expected to adhere to a professional code of conduct throughout their training.
- b. Respect for trainers, staff, fellow learners, and clients is mandatory.
- c. We promote a positive, inclusive, and discrimination-free learning environment.
- d. Any form of harassment, bullying, or disruptive behaviour will not be tolerated.

3. Attendance and Punctuality:

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- a. Learners are expected to attend all scheduled classes, workshops, and practical sessions.
- b. Promptness and punctuality are essential, as lateness disrupts the learning process.
- c. If a learner is unable to attend a session, they must notify the training provider in advance, following the specified procedure.

4. Learning Resources:

- a. Learners will be provided with access to relevant learning materials and resources.
- b. They are responsible for taking care of any issued materials and returning them as required.
- c. Digital resources, such as online platforms or e-learning modules, may be used, and learners must comply with the designated usage guidelines.

5. Assessment and Progression:

- a. Learners will receive clear guidance on the assessment criteria and requirements for successful completion of the program.
- b. They will be informed of the assessment schedule, deadlines, and any additional requirements.
- c. Feedback and progress reports will be provided to learners to track their development and identify areas for improvement.

6. Health, Safety, and Hygiene:

- a. Learners must always adhere to health and safety regulations and guidelines.
- b. Proper hygiene practices, including personal cleanliness and maintaining a clean learning environment, are essential.
- c. Any accidents, incidents, or concerns regarding health and safety must be immediately reported to the appropriate staff member.

7. Grievance Procedure:

- a. Learners have the right to raise concerns, complaints, or grievances through the established grievance procedure.

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b. The training provider will ensure a fair and confidential process for addressing such issues.

8. Continuous Learning and Development:

a. Learners are encouraged to engage in continuous professional development and stay updated with industry trends and advancements.

b. The training provider may offer additional learning opportunities, workshops, or guest speakers to enhance the learning experience.

9. Termination of Enrolment:

a. In exceptional cases where a learner repeatedly fails to comply with the policies and guidelines or engages in serious misconduct, the training provider reserves the right to terminate their enrolment.

This Learner Induction Policy is designed to create a positive and conducive learning environment for all learners at Earth & Beauty.

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