



Apprenticeship Induction

in partnership with  studyacademy

Candidate Name

Induction Date

The aim of the induction workshop is to provide you with a detailed understanding of the course you are now working towards with The Apprenticeship Centre. Every piece of work you complete during the induction session will go towards your qualification progression and personal development.

By the end of this session, you should have completed some work towards the progression of ALL elements of your Apprenticeship course.

Our Apprenticeship courses combine the value and flexibility of on-line study with the support of a personal tutor as well as taught sessions. In addition, you will have the support of your employer to further develop your skills and knowledge in the workplace.

1. Firstly, please explain why you feel this apprenticeship is suitable for you and what you would like to gain from it.



2. Explain your role within your organisation & industry and how it affects the business. {Hint: if your job wasn't there what wouldn't get done, how does your role fit in within the industry you work within?} **Please insert your Job Description below.**

3. What do you know about Apprenticeships? Jot your ideas below.

This is to see what you ALREADY know before induction, so don't worry if you are not too sure.



4. How long is your course?

5. Calculate the date of your expected completion.
Today is your start date.

6. What qualifications will you get when you complete your course?
What level? Include Functional Skills (Maths/English/ICT) if you need to take them.

7. How do you apply for a student discount card?

How much does it cost?

(Remember if you do apply for a card input your place of learning as The Apprenticeship Centre on the application).

8. Why is it important to keep your appointments with your tutor?



9. How is evidence collected for your portfolio?

What types of evidence can you think of?

Give some examples of evidence you could collect for your tutor

10. How often should you have a formal review with your personal tutor?

11. Spend 10 minutes researching Safeguarding. Write a statement demonstrating your understanding of Safeguarding and how it impacts your role in the workplace.



12. Who would you report a Safeguarding issue to?

13. Complete the paper-based Learning Styles Questionnaire or an online version. What is your learning style?

[CLICK HERE TO DOWNLOAD](#)

14. Looking at your learning style, what sort of activities help you learn best?

15. What is an End Point Assessment? Is an End Point Assessment required for your qualification?

16. What is the 20% off the job training log? Why is it important?



17. PREVENT – Have you completed the PREVENT training sent to you prior to this induction and downloaded your certificate?

Yes No

18. Have you downloaded the OneFile user guide from stage 1 of your online introduction training?

Yes No

19. What would you do if you forget your OneFile user name or password?

20. When is your tutor next due to see you or when is your next workshop training session?

Please complete the feedback questions below, in relation to this induction workshop:

How satisfied or dissatisfied are you with the training that The Apprenticeship Training Centre has delivered today for your induction?

Outstanding Good Satisfactory Inadequate

Do you feel that you had the necessary involvement in the induction workshop?

Do you feel the workshop was relevant to your qualification and work role?

Do you feel that the induction workshop has helped you to understand what you need to do to be successful on the course?

Have you any recommendations to improve the induction workshop?

We value your feedback. If you have any feedback, comments or queries, please contact our head office on 0845 223 5020.



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YOU'RE ALL DONE!

Please upload to your OneFile E-Portfolio.

Candidate Name

Candidate Signature



Please "like" us on Facebook for news and updates
The Apprenticeship Centre/Birmingham

