



Excellence in Learning, Development and Training

1. LEARNER SUPPORT POLICY

Your Programme is a 'learner led' programme, which means that the different learning styles and needs of the candidates are supported to achieve their award in a way that is most appropriate to them.

Learner support for all qualifications (apart from A1)

- Following referral, an Induction date and time will be arranged during which the Induction procedure will be followed and Basic Skills Assessments (numeracy and literacy) will be completed. Should an additional support requirement be identified and agreed, this will be brought to the immediate attention of the Programme Co-ordinator/Centre Manager. Following Induction, an assessor/tutor will be allocated to the learner and an appropriate programme of learning/support will be agreed and arranged.
- Following completion of the Vocational Initial Assessment any training need identified and agreed will be brought to the attention of the Programme Co-ordinator/Centre Manager and an appropriate programme of training/support will be agreed and arranged.

If a situation arises that prevents the support from taking place or when a learner is not progressing through the award as planned, the Learner, Assessor/tutor and IV have a joint responsibility to inform the Programme Co-ordinator.

If your learning takes place via classroom/workshop delivery, the assessor/tutor will be available to provide additional 1-1 support in a manner to enable the learner to continue to understand and progress.

All PowerPoint's are available in a format for ease of reference and translation purposes.

All LD Training learners may request printed material on different coloured paper or different fonts.

Additional support will be explored within IAG.