

Footprint School of Business (FSOB)

Learner Induction Checklist

Learner Name: _____

Learner ID: _____

Course: _____

Start Date: _____

Induction Topics Covered:

- Programme overview and expectations
- Assessment methods and deadlines
- Recognition of Prior Learning (RPL) and Credit Transfer
- Exemptions policy
- Learner withdrawal process
- Academic integrity and plagiarism
- Use of Virtual Learning Environment (VLE)
- Learner support services
- Health and Safety
- Data Protection and confidentiality

Tutor Name: _____

Tutor Signature: _____

Date: _____

Learner Declaration:

I confirm that I have attended the induction and understand the policies and procedures explained to me.

Learner Signature: _____

Date: _____