



EARLY LIFE

ENTERPRISE | ENGAGE | INSPIRE

Student Induction Policy

Last Review on: April 2024

Next review due by: April 2025



INDUCTION PROCESS

Once Early Life Enterprise has been approached with a fully completed referral form and a place has been agreed by the Head of Centre the following induction process is started:

- A meet and greet visit meeting will be arranged between the student, their referring school and the head of centre. This is to meet and establish the positive working relationship to ensure that each student achieves the success that they each deserve. It also establishes what the Personal Support Plan will be.
- Each student will start Early Life Enterprise with a general induction programme which includes some key familiarisation work and a visit to work placement providers to help to build positive working relationships with the staff and other students.
- Each student will then start their Personal Support Plan and begin their new learning journey.

First 2 sessions

- In the first two sessions students will spend their time in centre.
- During this time students will be assigned a key worker who will complete the induction process with the student. This will include:
 - General housekeeping – Times of the day, lockers and belongings, breakfast and lunch arrangements
 - A health and Safety induction
 - Ensuring consent forms are signed
 - Ensuring students understand the behaviour expectations and the safeguarding arrangements.
- Students will have their first target setting meeting. In this they will set up their Personal Support Plan with their key worker which will include:
 - What they want to do for a career
 - What certificates and qualifications they need to achieve towards this goal
 - What employability skills and personal developments they need to work on towards this goal
 - Potential work placement opportunities
- When a work placement has been decided, students will attend a visit with a member of staff to meet the placement mentor and understand the expectations.

Students' progress towards their goals will be assessed half termly using the progress review format as part of their Personal Support Plan.

Student Name	Key Worker	Date
My Goals and Targets		
Career Aspirations	Certificates and Qualifications needed	Employability skills and personal development
•	•	•
My Likes	My Dislikes	My Triggers
•	•	•
My Strengths	My areas for development	How you can help
•	•	•