**Tutor/Learner Resources Available on the Portal**

|  |  |
| --- | --- |
| ***Course Induction*** | ***Portal Section*** |
| * ***Induction presentation and accompanying script*** *– this can be adapted to suit you/your course/learners* * ***Learner Handbook –*** *follows the course induction. Learners should receive a copy to keep. It can be emailed or printed* * ***Learner Journey (in the learner handbook)***   ***NB*** *Learners must confirm that they have received a full course induction by ticking and signing the induction checklist in their ILP* | ***IAG for Learners*** |
| ***Health and Safety including Safeguarding*** |  |
| * ***Safeguarding posters –*** *must be displayed in the training room, either permanently on the wall, on a mobile notice board, or in a folder that is always available to learners* * ***Staff Safeguarding poster*** * ***Safeguarding related policies –*** including online safety, bullying etc. * ***Incident Reporting form*** * ***Photograph consent form*** * ***Cyberbullying Guidance*** * ***Identification of visiting staff members – IN PROGRESS*** * ***Safeguarding related information for learners –***   *British Values and Prevent handouts*  *What Does it all mean? Handout*   * ***Health and Safety in Adult Learning Guidance*** * ***Course Risk Assessment Template*** * ***Readiness for Physical Activity Questionnaire and Risk Assessment*** * ***Screening checklist for external speakers*** | **Infographics and Posters**  **Policies and Procedures**  **IAG for Tutors**  **IAG Resources**  **IAG for Learners**  **IAG for Tutors**  **Standard Courses**  **Health, Safety and Wellbeing**  **Safeguarding** |
| ***Equity, Diversity and Inclusion*** |  |
| * ***Protected Characteristics (in learner handbook)*** * ***Equity, Diversity and Inclusion in the Classroom Guidance*** * ***Posters*** * ***ED&I Policy*** | **Standard Courses**  **IAG for Tutors**  **Infographics and Posters**  **Policies and Procedures** |
| ***British Values and Prevent*** |  |
| * ***Promoting British Values Guidance*** * ***Good practice for Prevent duty Guidance*** * ***British Values and Prevent Handout*** * ***Posters*** | **IAG for Tutors**  **IAG for Learners**  **Infographics and Posters** |
| ***Embedding English, maths and digital skills*** |  |
| * ***Guide to embedding English, maths and digital skills into sessions*** * ***Learning Technologies –*** tips on embedding digital skills into courses * ***Why are English and maths skills so important?*** * ***Maths and English Skills booklet for learners*** * ***New Key Words – meaning and spelling*** | **IAG for Tutors**  **IAG for Learners** |
| ***Creating SMART Course Targets and SMART Personal Targets*** |  |
| * ***Writing level appropriate targets for Tailored Learning courses*** * ***Writing SMART personal targets guide*** | **IAG for Tutors**  **IAG for Learners** |
| ***Information, Advice and Guidance (IAG)*** |  |
| * ***IAG Information for Tutors –*** *a guide to help tutors signpost learners for appropriate support* * ***IAG Presentation Slides/PDF*** * ***Your Careers Guidance – NCS leaflet*** * ***IAG Poster*** | **IAG for Tutors**  **IAG for Learners**  **Infographics and Posters** |
| ***Lesson Visits and Learning Walks*** |  |
| * ***Observation Protocol*** * ***Lesson Visit Observation Form*** * ***Peer Observation Form*** | **IAG for Tutors** |

|  |  |
| --- | --- |
| ***Support with Employment*** |  |
| * ***Supported Employment Projects –*** including eligibility criteria * ***Hints and Tips*** - looking/applying for work, writing CVs and cover letters, interview tips, example interview questions etc. * ***Work Zone Contact Details*** | **IAG for Learners** |
| ***Health and Wellbeing*** |  |
| * ***Policies*** * ***Learner Handouts –*** *5 Ways to Wellbeing, Cost of Living, Being Thankful, and many others* * ***Your Health and Wellbeing Matters (staff)*** | ***Policies and Procedures***  **IAG for Learners**  **IAG for Tutors** |
| ***Transferable Skills and Aptitudes*** |  |
| * ***Essential Transferable Skills and Aptitudes Handout*** * ***Essential Transferable Skills Presentation*** * ***Guidance for Skills Development*** | ***IAG for Learners***  **IAG for Tutors** |
| ***Staff CPD*** |  |
| * ***CPD Guidance for tutors*** * ***Application Form*** * ***Presentations from previous training*** | **CPD** |
| ***Other*** |  |
| * ***Commissioned Partner Handbook*** * ***Tutor Roles and Responsibilities*** * ***Code of Ethics for Non-Teaching staff*** * ***Qualification Levels*** * ***RARPAP*** * ***Certificate of Achievement –*** *can be adapted. For use on tailored learning courses* * ***Tutor feedback to learners example*** | **IAG for Tutors** |