
TTT POLICY DOCUMENT

Initial Assessment and Induction Policy

Starting every learner on the right course and setting clear expectations from day one.

Document Control

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Policy Owner	Phenil Mehta, Centre Manager
Approved By	Phenil Mehta, Centre Manager
Classification	Public
Applies To	All prospective and newly enrolled learners, the Course Coordinator, Course Tutors, Course Assessors, IQAs and the Centre Manager

Initial Assessment and Induction Policy

1. Purpose

This policy sets out how TTT carries out initial assessment and induction for online learners, in a way that fits TTT's online delivery model rather than borrowing the structure of a college-based provider. It ensures that every learner is on a course suitable for their needs, prior learning and goals; that learners understand the qualification, the assessment process, TTT's expectations and the support available before any assessment activity begins; and that the audit trail meets awarding organisation centre requirements.

2. Scope

This policy applies to:

- All prospective and newly enrolled learners on any TTT qualification or short course
- All Course Tutors, Course Assessors, IQAs, the Course Coordinator and the Centre Manager
- All delivery modes operated by TTT, with online self-paced delivery as the standard model and face-to-face or employer-cohort delivery handled as exceptions in Section 8

3. Definitions

The following terms carry the meanings given throughout this policy.

Initial Assessment	The structured process by which TTT identifies a learner's starting point, prior learning, support needs and readiness for the qualification. For TTT's online delivery model, initial assessment is delivered through the Course Application Form rather than a separate session.
Induction	The structured introduction to the qualification, the LMS, TTT's policies and procedures and the learner's responsibilities. For TTT's online delivery model, induction is delivered through a dedicated LMS module rather than a face-to-face session.
Course Application Form	The form completed by every prospective learner before enrolment is confirmed. The form gathers the information needed for initial assessment and includes short questions testing English, mathematics and ICT readiness for the qualification level.
LMS Induction Module	The dedicated module on the TTT Learning Management System (LMS) that every newly enrolled learner completes before beginning assessment activity.
Tailored Conversation	A one-to-one discussion between the prospective or new learner and the Course Coordinator or Course Tutor, triggered when the application form review or LMS induction module surfaces a matter that needs personal discussion.
Minimum Core	The English, mathematics, ICT and wider skills required to engage effectively with Level 3, 4 or 5 qualifications.

Learning Support Plan

A record of adjustments and support agreed with a learner under the Accessibility and Reasonable Adjustments Policy.

4. Policy Statement

TTT is committed to the following principles and commitments.

1. Every prospective learner completes an initial assessment that confirms course suitability, identifies prior learning, tests English, mathematics and ICT readiness and surfaces any support needs. For TTT's online delivery model, this initial assessment is delivered through the Course Application Form rather than a separate event.
2. Every enrolled learner completes a structured induction before beginning assessment activity. For TTT's online delivery model, induction is delivered through a dedicated LMS module rather than a face-to-face session.
3. The standard online flow is replaced by a tailored one-to-one conversation with the Course Coordinator or Course Tutor whenever the application form or induction module surfaces a matter that needs personal discussion.
4. Initial assessment outcomes inform the learner's course route, including any reasonable adjustment under the Accessibility and Reasonable Adjustments Policy and any RPL claim under the Recognition of Prior Learning Policy.
5. Completion of initial assessment and induction is recorded on the LMS and on the learner folder before assessment activity begins.
6. No learner is enrolled on a qualification that is not suitable for their prior learning, career goals or practical circumstances.
7. Learners are informed clearly of any restrictions or prerequisites before they commit, under the Consumer Contracts Regulations 2013.
8. The TTT model is reviewed annually to confirm that the Course Application Form and the LMS Induction Module continue to do the job that a face-to-face initial assessment and induction would do in a college setting.

5. Initial Assessment Through the Course Application Form

TTT does not run a separate initial assessment session. The Course Application Form is designed to perform the initial assessment function and is completed by every prospective learner before enrolment is confirmed.

5.1 What the application form assesses

The application form gathers and tests the following:

- Identity and right to enrol on the qualification
- Age and any prerequisite qualification or experience required by the awarding organisation
- Self-reported prior learning and current occupational role
- A short set of questions testing English, mathematics and ICT readiness at the level required for the qualification

- The prospective learner's career and learning goals, including why they are pursuing the qualification and how it fits their plans
- Practical readiness for online study, including reliable internet access, a quiet study space, a suitable device and the time to commit to the programme
- Any disclosed disability, long-term health condition, specific learning difficulty or other support need
- Any safeguarding-relevant disclosure
- Any prior learning that may be eligible for RPL under the Recognition of Prior Learning Policy
- Confirmation that the prospective learner has read the Course Terms and Conditions, the Privacy Notice and the Learner Code of Conduct

5.2 How the application form is reviewed

The Course Coordinator reviews each completed application against the published entry requirements. Three outcomes are possible:

Outcome	When applied
Accept	The application meets the requirements and no concerns are identified. Enrolment proceeds without any further actions.
Accept with a tailored conversation	The application meets the requirements but the responses indicate a one-to-one discussion is needed before enrolment, for example: English or mathematics gaps, disclosed support needs, RPL signals, course-fit questions or safeguarding relevance.
Decline or defer	The requirements are not met or a concern cannot be resolved, in line with the Fair Access and Admissions Policy.

Outcomes are recorded against the application and held on the learner folder.

5.3 Tailored one-to-one conversations

Where a tailored conversation is needed, the Course Coordinator or Course Tutor contacts the prospective learner to discuss the matter and agree any adjustment, additional support or alternative course route. The conversation is summarised in writing on the learner folder. The standard online flow then continues, with any agreed adjustment applied. Where adjustments are needed, a Learning Support Plan is created under the Accessibility and Reasonable Adjustments Policy.

6. Induction Through the LMS Module

TTT delivers induction through a dedicated module on the LMS, made available to the learner from the date of enrolment. The induction module replaces the face-to-face induction event used in college-based delivery.

6.1 What the induction module covers

Area	What is covered
Welcome and team	A welcome to TTT, the qualification and the awarding organisation. Introductions to the Centre Manager, Course Coordinator, Course Tutor, Course Assessor, IQA and EQA roles.
The qualification	Aims, Learning Outcomes, Assessment Criteria, the Course Assessment Map, assessment methods and the completion timeline.
LMS walkthrough	Navigation of the learning management system, submission of work, communication tools, accessibility features and where to find course materials.
Learner expectations	The Learner Code of Conduct, attendance and engagement expectations, deadlines and communication norms.
Online conduct	The Online Learning and Digital Conduct Policy: behaviour in virtual classrooms, forums and TTT Community Channels.
Academic integrity	Plagiarism, AI use (permitted and prohibited), AI Disclosure, referencing, collusion, contract cheating and the consequences of breach.
Policies and procedures	Safeguarding and Prevent; EDI; Anti-Bullying and Harassment; Health and Safety; Complaints; Appeals; Data Protection.
Support and wellbeing	Accessibility and reasonable adjustments; tutorial support; signposting to external services; mental health and wellbeing resources.
Safeguarding routes	Who the Designated Safeguarding Lead is, how to raise a concern and the external contacts available.
Commercial terms	A summary of the Course Terms and Conditions, fees, timescales, the 14-day refund window and pause and transfer rights.
Knowledge check	A short multiple-choice check confirming the learner has engaged with the key items.
Acknowledgement	A signed acknowledgement that the learner has read and understood the induction content, including the Authenticity Declaration.

6.2 Completion and progression

- The induction module is completed before the learner begins assessment activity
- Completion is recorded automatically on the LMS, with timestamp, version of the module and the learner's acknowledgement signature
- The Course Coordinator confirms completion is logged on the LMS
- Where a learner does not complete the induction module within 14 calendar days of enrolment, the Course Coordinator contacts them to support completion

6.3 Tailored one-to-one induction conversation

A one-to-one induction conversation with the Course Coordinator or Course Tutor is offered, in addition to the LMS module, where:

- The application form review flagged a matter requiring discussion
- The learner has a reasonable adjustment that affects access to the standard induction module
- The learner explicitly requests a conversation
- The Course Coordinator judges that personal contact would protect course success

The conversation is held by audio or video call and summarised in writing on the learner folder by the Course Coordinator where needed.

6.4 Why TTT delivers induction this way

TTT's online delivery model is designed to give learners the same induction content a college learner receives, in a format that fits independent online study. Every learner receives the same comprehensive content, in the same order, at a time that suits them, with an audit trail. The model is reviewed annually to confirm it continues to perform the function of induction at the standard the awarding organisation expects.

7. Roles and Responsibilities

Role	Responsibility
Centre Manager (Phenil Mehta)	Overall accountability for initial assessment and induction; reviews policy annually; authorises learner enrolment decisions in non-standard cases; signs off the design of the application form and the LMS induction module.
Course Coordinator	Reviews each application; triggers tailored conversations where needed; confirms LMS induction completion; maintains records; produces Learning Support Plans where adjustments are agreed.
Course Tutor	Conducts tailored one-to-one conversations where needed; supports learners during the early days of their course; answers questions arising from the LMS induction module.
Course Assessor	Available to learners through the LMS for any assessment-method clarification arising from induction.
Learners	Complete the application form honestly; complete the LMS induction module; engage with any tailored conversation offered; sign the Authenticity Declaration; raise questions promptly.

8. Face-to-Face and Employer-Cohort Delivery

Where TTT delivers a face-to-face cohort or an employer-funded group programme, additional or alternative arrangements may apply, in particular:

- Initial assessment may be supplemented by a face-to-face or live online discussion at the start of the cohort, in addition to the application form
- Induction may be delivered as a live session, with the LMS induction module remaining available as a reference for every learner
- Group induction sessions are scheduled around the cohort's needs and recorded where the cohort agreement permits

In every case, the audit trail is maintained on the LMS and on the learner folder at the same standard as the online delivery model.

9. Records and Retention

TTT retains the following for a minimum of three years after certification, or longer where the awarding organisation requires it:

- The Course Application Form and the Course Coordinator's review outcome
- Notes of any tailored one-to-one conversation
- LMS induction module completion record (timestamp, version, knowledge-check result, acknowledgement)
- Authenticity Declaration
- Learning Support Plan, where applicable

Records are held securely in line with the Data Protection and GDPR Policy and the Data Retention and Disposal Policy.

10. Monitoring and Review

This policy is reviewed annually by the Centre Manager as part of TTT's self-evaluation process. Effectiveness is measured through early-course withdrawal rates, first-submission pass rates, learner survey feedback on the induction experience and EQA feedback. Interim reviews are triggered by changes to the application form, the LMS induction module or awarding organisation expectations. All outcomes are recorded in the Version History at Section 12.

11. Related Documents

This policy should be read alongside:

- Fair Access and Admissions Policy
- Course Terms and Conditions
- Assessment Policy
- Accessibility and Reasonable Adjustments Policy
- Recognition of Prior Learning (RPL) Policy
- Safeguarding and Prevent Duty Policy
- Equality, Diversity and Inclusion Policy
- Anti-Bullying and Harassment Policy
- Health and Safety Policy
- Plagiarism and Academic Integrity Policy
- Artificial Intelligence Policy
- Learner Code of Conduct
- Online Learning and Digital Conduct Policy
- Complaints Policy
- Appeals Policy
- Fees, Refunds and Cancellation Policy
- Data Protection and GDPR Policy
- Data Retention and Disposal Policy

12. Version History

Version	Date	Author	Summary of Changes
1.0	22/04/2026	Phenil Mehta	Initial publication under new master template. Supersedes prior Learner Induction Procedure dated 07/04/2026. Reclassified as a Policy rather than a Procedure. Restructured to reflect TTT's online delivery model. Initial assessment now delivered through the Course Application Form (with embedded English, mathematics and ICT readiness questions); induction now delivered through a dedicated LMS Induction Module. Tailored one-to-one conversations triggered where the application or induction module surfaces a matter needing discussion. Audit trail on LMS completion timestamp added along with Section 8 covering exceptions for face-to-face and employer-cohort delivery.

13. Approval

This policy has been reviewed and approved by the Centre Manager of TTT.

Phenil Mehta
 Name

P Mehta
 Signature

22/04/2026
 Date