

WELCOME TO



Learner Induction 2017-2018



About your course

- **Please make sure you understand the learning outcomes of your course**
- **It is important that the outcome meets your learning expectation**
- **Please complete and review the individual learning plan regularly**
- **Make sure you understand the assessment criteria and procedure for your course**
- **Your tutor will provide you with on-going advice during and at the end of your course about progression opportunities.**

Have you read your copy of the induction leaflet?

Please read it as it contains useful information such as Code of Conduct and information about the Learning Resource Centre

Café and Refreshments

- We have an onsite café at **Gearies main centre** serving a selection of a hot and cold food and fair-trade tea and coffee.
- **Mildmay Centre** learners please use the kitchen to make your own tea or coffee.
- For **Hainault Centre** the community association bar serves a selection of food and drink.

Attendance: does it matter?

- You are expected to attend all the sessions in your course.
- Regular attendance is very important to help you succeed.
- If you do have to miss a session, please let your tutor know by emailing, or leaving a message with reception. Your tutor will let you know how you can obtain handouts/ information from the session.

Employment Support

If you are actively looking for a job we have different types of support to help you gain employment including:

- Free employability workshops including CV writing, job searching, preparing for interviews and confidence building
- Free Employability Hub running Mondays at Gearies centre 9:30 - 11:30
- National Careers Services - one to one information advice and guidance

Equality and Diversity

- We value everybody at Redbridge Institute, regardless of gender, age, race, marital status, language, cultural, social or religious background, any form of disability, sexual orientation or HIV status.
- We hope that you feel part of a community at Redbridge Institute. All staff and learners are expected to value and celebrate the diversity of the Institute.
- We take our responsibilities seriously with regard to radicalisation and extremism. We will actively promote integration and **British values** within all our courses.
- We have safeguards in place to prevent access to unsuitable content and websites for your safety

Safeguarding

- You have the right to feel safe where you learn.
- If you think you or someone has been hurt or abused by another learner, member of staff or visitor, you should report this as soon as possible.
- Tell your tutor about your concern who will make sure it will be followed up by the Safeguarding Adviser.
- **The Internet is an ever increasing part of our world...use it wisely! Stay safe online!**
 - **There is more information in the e-safety booklet.**

Warning!

IT network acceptable use

We encourage our learners to use our computers network and Wi-Fi for learning and employment purposes.

However, remember that Redbridge Institute network is monitored. During monitoring, information may be examined, recorded, copied and used for authorized purposes. By using Redbridge Institute Network system, all users acknowledge notice of, and agree to comply with, the Institute Learner IT & Use of Resources Policy.



Safeguarding Contact

**HAVE YOU ANY
SAFEGUARDING ISSUES
THAT YOU WOULD LIKE
TO SPEAK TO US ABOUT?**

**Errolie Sermaine
Safeguarding and Prevent
Adviser**



you can email directly to
safeguarding@redbridge-iae.ac.uk
Or ring 0208 550 2398

Extra help with your learning

- Our Learning Support team can help you if you need extra help in English, maths, study skills or if you have disabilities or difficulties which might affect your learning experience.



Pankajni Trivedi
Learning Support
Adviser

Health & Safety

- Your health and safety is important to us:
- Please take the fire drills seriously – this practice can save lives in an emergency.
- If you have an accident please report it to reception or your tutor.
- Please inform your tutor if you have a health problem they should be aware of.



Paul Smith
H&S Co-ordinator

On hearing the alarm

- **Leave the building immediately by the nearest available fire exit.**
- **DO NOT stop to collect your belongings.**
- **Assemble in the car park.**
- **Your tutor will call the register. Do not wander off or go to your vehicles.**
- **Await further instructions.**
- **DO NOT re-enter the building until advised to do so.**

Tracking Destination

- ***We are expected to track learners' destination. Our student data Administrator will contact you to find out what you go on to do after completing your course.***



Lisa Matthews
Student Data & Analysis
Administrator

Sustainability and green tips

We are committed to implement sustainable development and your contribution is vital for our success.

Tips

- Cut down printing
- Turn off computers
- Walk or cycle
- Refill water bottles
- Recycling including old phones!




Compliments, Suggestions & Complaints



Dawit Asress
Assistant Principal
Quality and Student
Services

- We see learning as a partnership and welcome the views of our learners about the service we provide.
- We welcome comments or suggestions on any relevant topic. The comments and feedback you give us is used to improve the service.



Redbridge Institute
community learning
and skills

TELL US HOW WE ARE DOING

We are committed to providing the best learning opportunities possible.

We are here to help and support you to make progress and achieve.

Help us to continue getting it right with your comments and suggestions by completing a [Compliment, Suggestion, Complaint feedback form](#) and leave it in Reception or by contacting:

Dawit Asress - Assistant Principal Quality & Student Services
Tel. 020 8550 2398
Email: quality@redbridge-iae.ac.uk

This form may be used by all Institute users including students, visitors and staff

Get Involved!



ENJOY YOUR COURSE



**Redbridge
Institute**

**community learning
and skills**