



Document Policy Number DTI/POL006

LEARNERS INDUCTION POLICY

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Review Date: 16/05/2026

Approved By: Director, Dermal Training Institute

Responsible Officer: Training Manager

1. Purpose

The purpose of this policy is to ensure that all learners enrolling at Dermal Training Institute receive a comprehensive and consistent induction that facilitates a smooth transition into their training programs, helps them understand institutional expectations, and promotes student wellbeing and success.

2. Scope

This policy applies to all new learners enrolling in any course or program offered by Derma Training Institute.

3. Policy Statement

Derma Training Institute is committed to providing all new learners with an informative, engaging, and supportive induction experience. The induction process will:

- Welcome learners to the Institute.
- Introduce them to the Institute's vision, mission, and values.
- Provide essential information about their chosen course(s), policies, and support services.
- Help learners understand their rights and responsibilities.
- Create a positive and inclusive learning environment.

4. Induction Objectives

The learner induction process aims to:

- Familiarize learners with the Institute's physical and virtual environments.
- Ensure learners understand the course structure, assessments, and expectations.
- Introduce key staff and their roles.

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- Provide guidance on health and safety, including emergency procedures.
- Introduce learners to relevant policies such as attendance, assessment, grievance, and code of conduct.
- Promote inclusivity and respect for diversity.

5. Induction Activities

The induction may include the following activities:

- Welcome Session with the Institute Director or Training Manager.
- Campus/Facility Tour to highlight classrooms, practical rooms, and amenities.
- Course Orientation led by Trainers to cover course content, schedules, and assessments.
- Introduction to Policies and Procedures including attendance, discipline, and appeals.
- Support Services Overview such as academic support, counselling, and pastoral care.
- IT and e-Learning Introduction including use of online learning platforms.
- Learner Handbook Distribution.

6. Roles and Responsibilities

- Training Manager: Oversees the induction process and ensures quality and consistency.
- Trainers: Deliver course-specific orientation and address learner queries.
- Administrative Staff: Support enrolment, documentation, and logistics.
- Learners: Actively participate in induction and seek clarification where needed.

7. Monitoring and Review

This policy and the induction process will be reviewed annually based on learner feedback, staff input, and institutional evaluations to ensure continuous improvement

8. Related Policies and Documents

- Learner Code of Conduct
- Student Support Policy
- Assessment and Appeals Policy
- Health and Safety Policy
- Learner Handbook

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