



Adult Learning Within Reach

WEA Learner Induction Policy

1. Purpose

To define learners' entitlements to induction.

2. Values

The WEA believes that all learners should benefit from an induction that:

- Enables them to confirm that their chosen learning is appropriate for their needs
- Signposts or refers them to other opportunities where appropriate
- Prepares them to gain maximum benefit from their chosen learning
- Sets out what they can expect from their course and from the WEA
- Provides them with information relevant to the WEA, their venue, their course, their support needs and possible progression opportunities.

3. Scope

Learner induction is defined as a stage in the learner's journey occurring after the learner has made an initial choice of programme and before learning starts. It may take place as a separate session(s) or may combine with enrolment and initial assessment, depending upon circumstances. Induction is not just for new learners. Learners attending any course for the first time or returning to the same learning after a break (for example) may need a fresh induction.

4. Policy

The WEA policy is to

- Ensure that there is a consistent set of learner induction standards that apply equally to all learners and all programmes
- Ensure that induction is begun during the first learning session, or earlier where this is feasible
- Clearly define key roles and responsibilities for delivering induction activities
- Develop guidelines, support materials and appropriate training for those with key roles and responsibilities
- Signpost learners to the [WEA's Learner Handbook](#)
- Ensure that WEA staff involved in learner induction are supported appropriately
- Monitor, evaluate and review the design and delivery of induction on an annual basis.

5. Implementation

Delivery of induction will be by tutors. Learners' entitlements will be outlined in the 'WEA's Learner Handbook' which learners must be signposted to on the WEA website,

at the start of the academic year OR at the start of their first course with the WEA within that year where more appropriate.

6. Management

By the Head of Learner Attraction and Experience, supported by the Enrolment and Onboarding Manager.

7. Monitoring

- Through tutor and staff feedback
- Through the self-assessment process and Self-Assessment Report
- Through observation, learning walks and learner feedback
- Through annual policy review.

8. Links to other policies and documents

This policy is part of a suite of Learner Support Policies defining learner support entitlements.

The WEA’s Learner Handbook is also revised annually. It includes information for learners about their entitlements and can also be downloaded from the [WEA website](#). Also available in some community languages on request.

This policy is part of a suite of Learner Support policies defining learner support entitlements. Most relevant policies are publicly available through the WEA’s website at <https://www.wea.org.uk/about-us/policies>

Date of this Review	Date of next Review	Policy reviewed and updated by:	Policy approved by:
January 2025	July 2025	Head of Learner Attraction and Experience	Director for Learning