Learner Journey – Adult Education

L&F Training
Training You Can Trust

Enrolment & Onboarding

- Learner Completes Expression of Interest Form
  Learner Details Imported onto Recruitee
- Learner Sent Enrolment Form, VAK and IAG Quiz to Complete
- Eligibility Checks Carried Out
  Eligibility Form Completed and Sent to Learner to Sign
- Learner to Complete English and Maths Initial and Diagnostic Assessments *(plus Digital Skills Initial and Diagnostic Assessments if applicable)*
- Learner to Attend IAG Session (reflective exercises from Quiz to be completed)
  Learner Signposted to Correct Course

Induction & Registration

- Learner Invited to Induction Session/Induction Pack to be Sent to Learner
  Learner Handbook to be Sent to Learner
  Learner to Complete Induction Checklist
  Office Sections of Paperwork to be Completed
- TLM Assigned
  Start/Planned End Date to be Planned
- Start Paperwork to be Quality Checked
- Learner to Receive Log in Details (online delivery) or Class Timetable (face-to-face delivery) via Welcome Email from TLM
  Learner to Receive Welcome Call

On-Programme

- First Day in Learning
  ILP to be Completed
- Starts to be Processed onto MIS System in line with Submission Timetable
- Learner Tracker to be Circulated to Relevant Staff Members
- Learner to Complete London Learner Survey in 1st Week of Learning
- Learner to be Registered with Awarding Body
- Learner Completes Learning Activities

Completion & Destination

- Learner Portfolio to be IQA'd (if applicable)
  Learner to Sit Exam
- Learner Certificate to be Claimed
- Learner Certificate to be Issued
- Learner Exit IAG, Review and Survey to be Completed
- Learner 3-Month Exit Survey
- Learner 6-Month Exit Survey

Revised: March 2024