

# LEARNER INDUCTION POLICY

<b>Policy Owner</b>	<b>Quality Assurance and Compliance Department</b>
<b>Approved By</b>	<b>Governing Body</b>
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**B-TIC**

**BUSINESS AND TECHNOLOGY  
INTERNATIONAL CAMPUS**

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# Table of Contents

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<b>1.Introduction</b>	<b>3</b>
<b>2.Scope</b>	<b>3</b>
<b>3.Audience</b>	<b>3</b>
<b>4.Regulations &amp; Compliance</b>	<b>4</b>
<b>5.Policy Statement</b>	<b>5</b>
<b>5.1 General</b>	<b>5</b>
<b>5.2 Instructions to Recognised Centres on the Learner Induction</b>	<b>5</b>

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## 1. Introduction

B-TIC is highly responsible to maintain and improve the quality of all the Qualifications that we Design, Deliver, Assess, Quality Assure and Award as per the standard and recommend of the Regulators.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Recognised Centres and the Learners to achieve a world class learning experience.

## 2. Scope

This document is applicable for the following B-TIC products:

Ofqual Regulated Qualifications and Units	<input checked="" type="checkbox"/>
Quality Assurance Agency Regulated	<input type="checkbox"/>
B-TIC Quality Assured and Endorsed Courses	<input checked="" type="checkbox"/>

## 3. Audience

This document is for use by the following:

- a. Recognised Centre Staff
- b. Assessors and Quality Assurers
- c. Learners

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- a. Staff
- b. Registrar
- c. Quality Assurers

## 4. Regulations and Compliance

As set out in “Ofqual General Conditions of Recognition” requires Awarding Organizations to establish and maintain evidence of their compliance as Conditions for Recognition.

B-TIC builds and improve the Policy consistently to comply with and maintain evidences in cross reference to Regulations.

Policy cross reference to “Ofqual General Conditions of Recognition (OGCR). "Ofqual General Conditions of Recognition” shall fill the gaps in this Policy.

OGCR Reference	Page	Title of the Section
Not Applicable		

Relevant Policies to be used in conjunction with,

1. B-TIC Assessment Policy
2. B-TIC Admission Policy
3. B-TIC Appeal and Complaints Policy
4. B-TIC Blended Learning Policy
5. B-TIC Centre Transfer Policy
6. B-TIC Credit Transfer Policy
7. B-TIC Equality and Diversity Policy
8. B-TIC Glossary of Terms
9. B-TIC PLAR
10. B-TIC Professional Discussion Policy
11. B-TIC Pricing and Invoicing Policy

## 5. Policy Statement

### 5.1 General

B-TIC makes it compulsory for the Recognised Centres to conduct a Learner Induction for all registered Learners to get a better understanding on what is expected from them, the Qualification design and other relevant information for the Learner to successfully complete the Qualifications.

### 5.2 Instructions to Recognised Centres on Learner Induction

All Learners shall be given the Qualification Handbook and Qualification Specification on successful registration.

B-TIC shall ensure that timely updates on the Qualification Handbook and Qualification Specification have been communicated to the Learners on time.

The mandatory contents to be addressed and not limited to on the Learner Induction are as follows:

- a. The Qualification overview and the latest updates from B-TIC
- b. Academic writing skills
- c. The way to use the virtual learning portal
- d. The contact point for any help during the Qualification
- e. All applicable Policies

***End of Policy***

**B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.**

**Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of in this document.**



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