**Evidence Log**

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| Unit Title: College Induction | | Unit Code(s): F/650/0016 WJH173 | | |
| Unit Level: Level 2 | | Unit Credit Value: 2 (14 GLHs) | | |
| Course Name: | | | | |
| Course Start Date: | | Course End Date: | | |
| Learner Name: | | | | |
| Tutor Name: | | Centre/Venue: | | |
|  | |  |  |  |
|  | | Date Assessment Criteria  Met | Location  of  Supporting  Evidence | TUTOR SIGNATURE |
| **LO 1** | **Understand Further Education colleges in the UK.** | | | |
| AC 1.1 | Describe the different types of Further Education colleges in the UK. |  |  |  |
| AC 1.2 | Identify the different types of college or Further Education provision in own area. |  |  |  |
| AC 1.3 | Describe the key values of own college. |  |  |  |
| **LO 2** | **Understand the location and purpose of college facilities.** | | | |
| AC 2.1 | Identify the location of key college sites and facilities. |  |  |  |
| AC 2.2 | Describe the purpose of key college facilities. |  |  |  |
| **LO 3** | **Know key members of college staff.** | | | |
| AC 3.1 | Describe the roles of key members of college staff. |  |  |  |
| AC 3.2 | Describe reasons for contacting different members of college staff. |  |  |  |
| **LO 4** | **Understand reasons for choosing a learning pathway in college.** | | | |
| AC 4.1 | Describe own reasons for attending college to include future aspirations. |  |  |  |
| AC 4.2 | Describe how the chosen course is supported by the wider college learning environment. |  |  |  |
| AC 4.3. | Compare the difference between college and other learning environments. |  |  |  |
| AC 4.4 | Describe how the chosen learning pathway links to employability. |  |  |  |
| **LO 5** | **Understand rights and responsibilities in college.** | | | |
| AC 5.1 | Describe responsibilities to self and others in college. |  |  |  |
| AC 5.2. | Describe the rights of a learner in college to include:  • Fairness and equality  • Appeals process  • Complaints |  |  |  |
| **LO 6** | **Understand health and safety procedures in college.** |  |  |  |
| AC 6.1 | Describe the health and safety procedures that should be adhered to during internal and external college activities. |  |  |  |
| AC 6.2 | Describe evacuation procedures which must be followed in college. |  |  |  |
| AC 6.3 | Describe own responsibilities in relation to health and safety procedures in college. |  |  |  |
| AC 6.4 | Outline the key Health and Safety regulations relevant to own programme of learning. |  |  |  |
| AC 6.5 | Describe the potential consequences of non-compliance with Health and Safety regulations. |  |  |  |

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| Tutor Feedback |  | Tutor Name, Signature  and Date |
| Learner Comment |  | |