**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 | LocationofSupporting 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 |  |