



LEARNER INDUCTION POLICY

Policy Owner	Compliance Manager
Approved By	Registrar
Policy Date	September 2023
Review Date	2 Years

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1.Introduction

B-TIC is highly responsible to maintain and improve the quality of the Qualifications delivery as per the standard and recommend of the Awarding Bodies.

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 Awarding Bodies and the Learners to achieve a world class learning experience.

2. Scope

This document is applicable for the following products:

B-TIC Campus



3. Audience

This document is for use by the following:

- a. B-TIC Staff
- b. Learners

Relevant Policies/Others to be used in conjunction with,

1. B-TIC Academic Misconduct Policy
2. B-TIC Appeal and Complaints Policy
3. B-TIC Data Protection Policy
4. B-TIC Glossary of Terms
5. B-TIC Reasonable Adjustment and Special Consideration Policy
6. B-TIC PLAR Policy
7. B-TIC Professional Discussion Policy

4. Policy Statement

4.1 General

B-TIC conducts a Learner Induction for all registered Learners to get a better understanding on what is expected from them, the Qualification and other relevant information for the Learner to successfully complete the Qualifications.

4.2 Instructions to Learners

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 and Awarding Body
- 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 this document.



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