
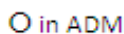


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QQI AWARD



## Learner Sign-off following Induction

To enable all Forus Training staff to maintain a high standard of quality delivery and ensure that procedures are effectively applied, all trainers and learners are required to sign off on having been inducted.

Learners should sign the acknowledgement below to confirm their familiarity with the content of the Induction Module. A copy of this signed acknowledgement will be retained in your learner file.

### Section 1: Learner Details

PLEASE USE BLOCK CAPITALS

First Name:	<input type="text"/>	Surname:	<input type="text"/>
"Learner Induction Pack" received:	Yes <input type="checkbox"/>	Date:	<input type="text"/>

I \_\_\_\_\_ acknowledge that I have received induction training and understand the policies procedures and schedules outlined to me as listed below;

- |  |                          |
|--|--------------------------|
| ✓ QQI Overview, Grading Criteria and Awards Standards  | <input type="checkbox"/> |
| ✓ Forus Training Learner Charter                       | <input type="checkbox"/> |
| ✓ Trainers Responsibilities & Learner Responsibilities | <input type="checkbox"/> |
| ✓ Comfort and Safety                                   | <input type="checkbox"/> |
| ✓ Plagiarism   | <input type="checkbox"/> |
| ✓ Equal Opportunities and Anti Harassment Policy       | <input type="checkbox"/> |
| ✓ Protection for Learners Policy (where applicable)    | <input type="checkbox"/> |
| ✓ Access, Transfer and Progression Policy              | <input type="checkbox"/> |
| ✓ Data Protection                                      | <input type="checkbox"/> |
| ✓ The Assessment Process / Plan                        | <input type="checkbox"/> |
| ✓ Submission of Coursework - Deadlines / Extensions    | <input type="checkbox"/> |
| ✓ Appeals Process                                      | <input type="checkbox"/> |
| ✓ Certification Process                                | <input type="checkbox"/> |

I understand that in order for the award to be made I am required to submit personal information to Forus Training for onward submission of that information to QQI. I understand that QQI will maintain and retain this data indefinitely for the purpose of verification and confirmation of my QQI award, for example to employers, to other training providers and to myself. There may be circumstances where I give permission to have this information shared, for example with CAO.

### Section 2: Sign Off

Learner Signature:	<input type="text"/>	Date:	<input type="text"/>
Trainer Signature:	<input type="text"/>	Date:	<input type="text"/>



## Learner Assessment Contract

As a learner with Forus Training, I can expect the following in relation to assessment:

- Fair and consistent assessments that are transparent and accessible.,
- A valid, reliable, quality assured assessment process,
- Accurate, accessible information about course requirements, learning outcomes and assessment dates,
- Clear instructions in relation to assessments that provide opportunities to demonstrate achievement of the standards of knowledge, skills and competencies required,
- Information regarding assessment procedures in a learner handbook,
- An assessment process that is internally verified as fair and consistent,
- Externally authenticated assessments consistent with national standards,
- Reasonable and appropriate accommodations in assessments,
- Constructive feedback from my assessor,
- Security of all assessment materials submitted,
- A right to appeal results and to repeat assessments under certain conditions.

Signed on behalf of Forus Training:  
Lisa O Connell, Managing Director Signature:



As a learner with Forus Training:

- I will attend and participate in all classes as required,
- It is my responsibility to get any information that I have missed through non-attendance,
- I will submit assessments on time and in the format requested,
- I will bring my support needs to the attention of the centre in a timely manner,
- I will prepare for and participate fully in assessments,
- I will take responsibility for ensuring that I have received all assessment information,
- I will familiarise myself with and adhere to Forus Training's Assessment Procedures and regulations,
- I will arrive on time for examinations,
- I will submit my own original work, correctly reference any quotations and not plagiarise anyone's work,
- I will attend feedback sessions and request additional feedback if required,
- I will keep copies of all my assessment materials,
- I will review my progress to get the most from my training programme.

Learner Signature:



Date:

