

Induction and enrolment

City and Guilds Adults Courses

- ☐ Check previous learning on ISA
- ☐ Complete diagnostic assessment/s
- ☐ Complete additions and course form
- ☐ Send student to welfare and enrolment at Student Services
- ☐ Check ISA for correct aims
- ☐ Support student to access wifi and Moodle
- ☐ Enrol student on Moodle course
- ☐ Provide course handbook and other guides to student
- ☐ Complete group profile
- ☐ Set up course and aims on Markbook