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

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