

## **Learner Guidance Policy**

### **a. Purpose**

The purpose of this document is to describe the policy that will apply in this organization in term of the guidance given to learners.

### **b. Scope**

This section is concerned with ways of ensuring learners have the opportunity to clarify the goal and relate them to the services available; receive comprehensive induction to programmes and have access to contributing support and advice and pre-exit guidance to assist them in planning their next move.

### **c. Reference**

**None**

### **d. Definitions**

**None**

### **e. Policy-Guidance Services**

- Initial identification of needs:

The process of gathering information about an individual's strength, difficulties, aspirations and needs will be undertaken in partnership with the individual and, where appropriate, others whose views contribute significantly.

The organization will ensure that learners access a service, e.g. assessment of prior learning and achievement, assessment on demand, or embark on a program that will enable them to achieve legitimate and realistic goals to which they subscribe, e.g. to improve their skills, competence more effectively in the labour market, and progress to other education and training programmes.

The requirement is met when there is evidence of a framework which establishes:

- Individual's strengths, needs, and goals through initial assessment;
- The best match between the programmes available, and the learner's goals (this may involve directing the learner to another education and training provider);
- Means of support for helping learners to gain credit or certification for any previously acquired learning;
- Outcomes agreed by the provider and the learner ( an action plan/personal training plan).

The approach to "needs identification" and "action planning in **Khanimamba Training and Resource Centre** is no linked to any particular context. In some instances learners are taken on, on the basis of recruitment and selection and initial assessment made (or partly made) by others. This can result in initial assessment during induction where the assessment are fine-tuned and related to **Khanimamba Training and Resource Centre's** particular provision. In other instances KTRC will recruit and select on the basis of initial assessments and carry out individual action planning after or during selection.

Whatever the circumstances in which initial identification of needs and action planning will take place, **Khanimamba Training and Resource Centre** and will assure that the requirements in this section are met. This implies that if some processes are carried out by others **Khanimamba Training and Resource Centre** will want to ensure that the processes are adequate as indicated by requirements and that top-up approaches are used where needed.

## **Induction**

General induction to the organization and induction to separate parts of a program is an essential part of both employment-based and education and training based vocational education and training programmes. Learners will undergo an induction programmed to make them feel at home and valued in **KTRC** and learn and accept their responsibilities to the organization, particularly with regard to statutory requirements.

The requirement is met when where is evidence of adequate introduction and information for all learners about the organization, its staff, and the training or programme of learning to be undertaken.

## **Reviews & Guidance**

Learners are likely to have at least two types of needs during programmes have which require guidance:

- Making sense of the training and learning, personal development, and career opportunities and choices;

- Understanding, facing, and resolving and adapting to personal problems and difficulties which can inhibit progress.

Regular reviews will be conducted which provide feedback to individual learners on their performance and feedback for staff and managers on learners' progress and the effectiveness of the training and teaching methods.

Reviews with the learner identify, through consultation, those parts of a learner's action plan/personal training plan which have been achieved and those which remain to be completed. They provide guidance on what needs to be emphasized during the forthcoming period and whether the action plan/personal training plan needs to be needs to be to or modified. They also identify the general well-being of the learners.

Regular opportunities will be created for learners to review will be created for review their progress and make any changes to their action plans/personal training while they are undertaking their programme.

Towards the end of programme, learners will be supported in their preparation for the next step.

There will be properly designated staff, suitable accommodation, guidelines on procedures and confidentially, and appropriate links to specialized services. Arrangements will be reviewed regularly.

### **Specific Services to be offered to learners**

#### **Procedure: Advice and refer to Learner**

Step 1: Refer the learner to counselors, professional counseling services, learning support services, learning support services

Step 2: Advise the learner and give information to learner on:

- Displays
- Workshops
- Counseling
- Industrial theatre

Step 3: Maintain information on relevant data

Step 4: Identify the information gap of learners (possible places/individuals send to when referring)

Step 5: Advice learners with health and safety regulations which may occur during unforeseen circumstances.

#### **Procedure: Guide and support learners**

Step 1: Identify learner's needs regarding:

- Learning anxiety
- Assessment anxiety
- Barriers to learning

- Behavioral problems
- Learning problems

Step 2: Provide advice to learners on:

- How to access information that practitioners can't provide
- Resources, options and people
- Study methods
- Learning pathways
- Learner-ships
- Organizational expectations

### **GENERAL RULES AND REGULATION (Code of conduct)**

- No learner will leave or be absent from his or her learning area without the permission of the ETD practitioner.
- The learner is responsible for the neatness of his learning area and will be responsible to keep such an area clean
- Littering is prohibited
- It is prohibited to be under the influence of alcohol or to be in possession of any intoxicating drugs in any learning area.
- Intimidation in any form is not allowed.
- During official learning activities, each learner will enjoy insurance cover for accidental injury or death.
- All safety measures must be adhered to and any unsafe acts or situations must be reported to the Facilitator ETD Practitioner immediately.
- Incitement of violence, threat of assault is prohibited.
- Dangerous weapons will not be allowed on learning premises.

Signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 2025

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Management signature  
signature

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Board of Directors' representative