

ACD AND TEACHER INDUCTION DAY AGENDA

Aims of the ACD/Teacher Induction Day:

- To allow teachers to get to know each other.
- To discuss the syllabus, materials, methodology, timetable, and other day-to-day teaching issues.
- To get teachers to sign and adhere to PLUS Policies.
- To check original teaching certificates.
- To set the expectations for the centre and create a professional, collaborative atmosphere.

The training is planned to last for 7 hours approx.	ACD AND TEACHER INDUCTION IS MANDATORY AND IT TAKES PLACE A DAY BEFORE THE FIRST TUITION DAY
30 minutes	<p><u>Introduction to PLUS and the logistics of the centre</u> (timetables, excursions, mealtimes, daily meetings etc.)</p> <p><u>Company expectations</u> (behaviour, dress code, punctuality, sickness, photocopying, licences); Company policies explained.</p>
	BREAK
3 hours	<p><u>Teaching and learning</u></p> <ol style="list-style-type: none"> 1. Familiarization with PLUS Course Aims/Description 2. Learning outcomes of the course 3. <u>Mandatory Workshop</u> – The COMMUNICATIVE APPROACH (60-minute workshop). 4. <u>Introduction to the Scheme of work and Syllabus</u> – Explain the philosophy behind them and how teachers can utilise them effectively and how the syllabus works. Allow time to browse through the schemes of work which have already been displayed in the Staff room. 5. Show lesson plans
	LUNCH BREAK
1.5 hours	<p><u>Teaching and learning</u></p> <ol style="list-style-type: none"> 1. The teacher pack 2. AV facilities, projectors, and any other equipment 3. Teacher Observations 4. Development workshops 5. End of course Diplomas. 6. <u>Admin</u> Registers, class record, Lesson Plan form, etc.

<i>(every centre has a different layout)</i>	<u>Tour of centre</u> Allocated classrooms, dining facilities, accommodation, office, toilets, fire exits, fire assembly site, first aid equipment location, etc.
1 hour	<u>Placement / Diagnostic Test Procedures</u>
1 hour	<u>Safeguarding and Child Protection training; Prevent training</u>
15 minutes	<u>Paperwork</u> Check original certificates on the Certificate Verification form.