

Learner Induction Policy

Reformer Pilates Teacher Training Course



Studio Manager: Emma Wharton

Associated With: YMCA Fitness Association

1. Purpose of the Policy

This policy sets out the induction process for all learners enrolling on the Isle of Wight Pilates Reformer Pilates Teacher Training Course. The purpose is to ensure that each learner meets the entry requirements, understands the expectations of the training programme, has access to appropriate learning materials and support, and is introduced to the Isle of Wight Pilates studio, staff, and associated partners.

2. Scope

This policy applies to all learners enrolling on the Reformer Pilates Teacher Training Course, whether attending in a group setting or on a one-to-one basis.

3. Induction Procedure

Step 1: Initial Online Meeting

Learners will be invited to an online Zoom meeting hosted by the Studio Manager, Emma Wharton, or an appointed assessor. The purpose of this meeting is to verify the learner's credentials and prerequisites for the course, allow the assessor to determine readiness and suitability, and provide an opportunity for learners to ask questions about the programme structure, expectations, and assessment methods.

Step 2: Confirmation of Acceptance

Following successful completion of the Zoom induction, the learner will be formally accepted onto the course and will receive a confirmation email outlining next steps and key dates.

Step 3: Learner Pack Distribution

Each learner will receive a Learner Pack that includes access details for the YMCA Fitness Association learning portal (YMCAfit Port Hall), login information for the Isle of Wight Pilates online class material, the course timetable and assessment schedule, health and safety guidance, and contact information for the Studio Manager and support team.

4. Attendance and Commitment

Learners must agree to the published course timetable as set by Isle of Wight Pilates. Completion of all scheduled classroom hours is mandatory in order to satisfy course and Travel requirements.

Learners travelling from the mainland are responsible for making suitable arrangements to

ensure attendance. This includes allowing sufficient time for travel, accounting for potential weather disruptions, ferry cancellations, or delays, and making contingency plans to prevent missed sessions. Missed classroom hours may affect progression and certification, and catch-up sessions cannot be guaranteed.

5. Roles and Responsibilities

Studio Manager (Emma Wharton): Oversees the induction process, ensures learners are welcomed and supported, and acts as the primary point of contact.

Assessors: Conduct the Zoom induction meeting, verify learner credentials, and assess suitability for course entry.

Learners: Participate actively in the induction process, review all materials provided in the Learner Pack, agree to the timetable, and commit to attending all classroom hours. Learners must also take personal responsibility for managing their travel arrangements to avoid disruption to course attendance.

6. Support and Guidance

Learners will be supported throughout their induction and training via direct contact with the Studio Manager for course-related queries, access to YMCA Fitness Association resources and tutor guidance, technical support for online materials and platforms, and ongoing feedback and progress monitoring during the course.

7. Review of Policy

This induction policy will be reviewed annually by the Studio Manager in collaboration with the YMCA Fitness Association to ensure it remains up to date, relevant, and aligned with best practice.

Learner Agreement

I confirm that I have read and understood the Isle of Wight Pilates Learner Induction Policy. I agree to abide by the course timetable, attend all scheduled classroom hours, and take responsibility for my travel arrangements to the Isle of Wight.

Learner Name: _____

Signature: _____

Date: _____