**Candidate Induction Checklist**

Please discuss the checklist with your Facilitator/Project Lead and tick beside each item on the to confirm that you have received the information and have understood it.

There are lots of supporting resources/documents that your Facilitator/Project Lead can share with you to provide detailed information.

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| --- | --- |
| Overview of HPP (sections and content) |  |
| How we will check your portfolio |  |
| Your role as a candidate, and what would be expected of you when completing your HPP journey. |  |
| Roles of different staff that will view your HPP journey (LHP staff and Practice Leads at NHP) |  |
| Role of SQA in quality assuring your portfolio.  |  |
| Support and guidance from your LHP staff.  |  |
| Access to HPP Young People’s Guide and Resources.  |  |
| Equal access to HPP |  |
| How we review how you are doing, and how and when you will be assessed.  |  |
| How we support your individual needs and any adjustments that can be made to HPP in order to support your needs.  |  |
| Feedback on how you are doing.  |  |
| What to do if sections of HPP are returned to you for further work, and how you can appeal any decisions that are made about your portfolio.  |  |
| How you can feedback to us.  |  |
| How you can make a complaint.  |  |
| The importance of making sure your completed HPP sections are your own work and what happens if this is not the case. The NHP have a Malpractice Policy in place that covers what we will do if something does go wrong.  |  |
| Please confirm that you are aware that your personal data will be sent to SQA for the purposes of entering you for an SQA qualification, getting your certification and keeping of your record of attainment. If you would like to find out more, you can read SQA's Privacy Statement at <https://www.sqa.org.uk/sqa/97458.html> or can ask us for a copy. You can also access the NHP Privacy Policy at <https://thehouseproject.org/privacy-policy>. |  |
| Access to HPP and how to use this.  |  |

On completion of your HPP Journey your certificate will be addressed to you and posted to your House Project Base.

When all items have been covered, please sign and date below and pass it to your Facilitator/Project Lead to sign and keep on file.

Your signature:

Facilitator/Project Lead Signature:

Date: