

2025 –2026 AISL Company-level
New Employee Induction Programme
Completion Guide

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Last updated: 30 June 2025

AT A GLANCE: Important Actions

While the following pages provide detailed instructions on how to complete your AISL company-level induction programme, below is a high-level summary of key steps to keep in mind.

- 1. Complete your AISL Academy (AA) account setup**
- 2. Complete the required safeguarding course(s)**
- 3. Enrol in the AISL company-level New Employee Induction Programme and complete all the courses in the programme.**

1. Complete your AISL Academy (AA) account setup

In most cases, AISL Academy would have initiated an account for you on the AA online learning platform, and an email from AA would have been sent to your business and personal email addresses containing your log-in email (your AISL work email) and temporary password. Please follow the instructions in that email to complete your AA account setup.

If you did NOT receive an initial account setup email from AISL Academy, or you would rather create an AA account by yourself, please refer to the instructions in *Appendix 1. Register for an AISL Academy (AA) account* at the end of this document.

2. Complete the required safeguarding course(s)

- **For all staff**, please complete the *Safeguarding and Child Protection (Level 1)* course.
- **If you will be involved in recruitment**, please also complete the *Safer Recruitment* course.

To complete the safeguarding course(s), please follow the below instructions:

2.1 Find the safeguarding course(s) on the AA platform.

For mainland China staff:	For staff outside of mainland China:
Please go to: https://aislacademy.com/courses	Please go to: https://aisl-academy.com/courses

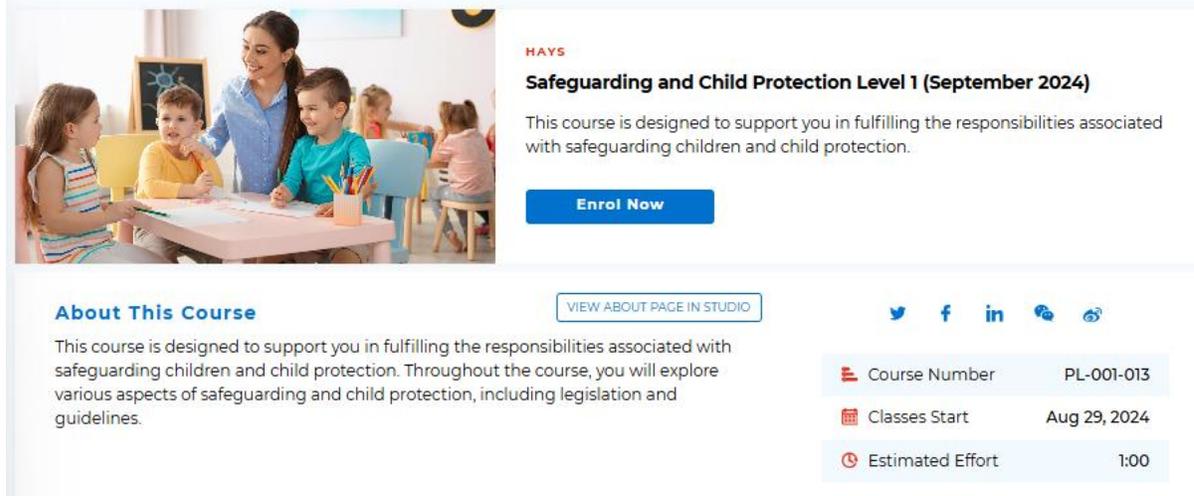
On the top right corner of the site, please make sure to sign in first. Then, in the search box, type in the course name, e.g. “Safeguarding and Child Protection (Level 1)” or “Safer Recruitment”, and click Search. From the search result list, **choose the most current version of the course(s) to take.**

(Note: We estimate to receive the 2025 updated Safeguarding courses from Hays around September 2025, and will then make them available on the AA platform ASAP. Therefore, if you only see the 2024 version of these courses at the time of your search, that means the

2025 version is not yet available. Please take the 2024 version anyway to meet compliance requirement.)

2.2 Enrol in the course

On the course page, click Enrol Now.



The screenshot shows the course enrolment page. On the left is a photo of a teacher interacting with children at a table. To the right, the course title is 'Safeguarding and Child Protection Level 1 (September 2024)' by HAYS. A description states the course is for fulfilling responsibilities in safeguarding children. A blue 'Enrol Now' button is prominent. Below the description is a 'VIEW ABOUT PAGE IN STUDIO' button and social media icons. A table on the right lists course details:

Course Number	PL-001-013
Classes Start	Aug 29, 2024
Estimated Effort	1:00

2.3 Start the course

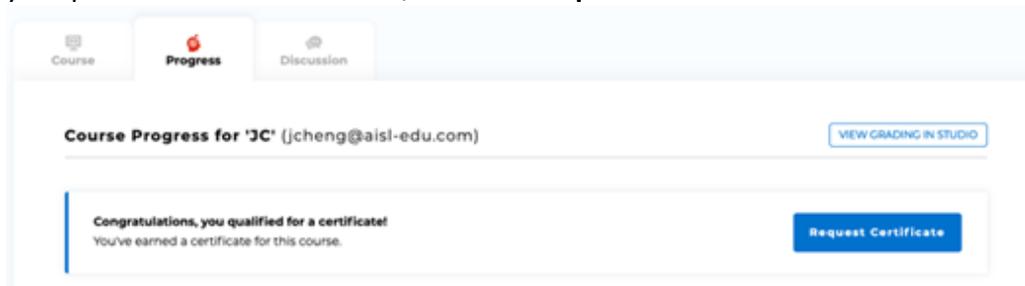
After enrolment, you are taken to the course on your courses dashboard. Click View Content to start the course.



The screenshot shows the course page on the dashboard. It features the same course title and HAYS logo. A star rating of 0 is shown with a 'SEE ALL REVIEWS' link. A blue 'View Content' button is visible. Below the title, it says 'Started - Jun 23, 2025'. Social media icons are also present.

2.4 **Complete the course:** Go through all the course content. (Note: you may occasionally need to wait a moment for the content to fully load.) At the end of the course, you will be required to complete an assessment.

2.5 **Request a certificate of completion:** Once you successfully passed the course’s assessment questions, click on the **Progress** button, and next to the message that says “Congratulations, you qualified for a certificate!”, click the **Request Certificate** button.



The screenshot shows the course progress page. At the top, there are tabs for 'Course', 'Progress', and 'Discussion'. The 'Progress' tab is active. Below the tabs, it says 'Course Progress for 'JC' (jcheng@aisl-edu.com)' with a 'VIEW GRADING IN STUDIO' button. A message box contains the text: 'Congratulations, you qualified for a certificate! You've earned a certificate for this course.' A blue 'Request Certificate' button is located to the right of the message.

When a certificate is successfully generated, the **Request Certificate** button will change to **View Certificate**. *If required, you can save a copy of this certificate and submit it to your local HR team.*

Your certificate is available
You've earned a certificate for this course.

[View Certificate](#)

3. Enrol in the AISL company-level induction programme

Read the information on the **induction programme overview page** (links below). When ready, click the **“Go to the AISL Induction Programme”** button on the page to proceed to the induction programme.

For mainland China staff:	For staff outside of mainland China:
Please go to: https://home.aislacademy.com/aisl-induction-2025-26/	Please go to: https://home.aislacademy.com/aisl-induction-2025-26/

3.1 On the programme page, click the “Enrol in the programme” button.

Important: Please make sure to do this step. Missing this step will result in your programme enrolment and completion not being recorded in the system.

Note: When you have successfully enrolled in the induction programme, the “Enrol in the programme” button changes to “You are enrolled in this programme.”

AISL New Employee Induction Programme (2025-2026)

Welcome to Your Induction Programme

Welcome to the AISL Family of Schools and your induction programme! Please be sure to (1) click on the “Enrol in the programme” button on the right, (2) complete the required safeguarding course(s) – listed in the SPECIAL NOTES section below, and (3) enrol in and complete all the courses under the “Courses in the Professional Certificate” section.

SPECIAL NOTES:
In addition to the induction programme courses,

Average Length	0 weeks per course
Effort	0-6 hours per week, per course
Number of Courses	9 courses in programme
Price (USD)	\$0 for entire programme

[Enrol in the programme](#)

4. Complete all the courses in the Induction Programme

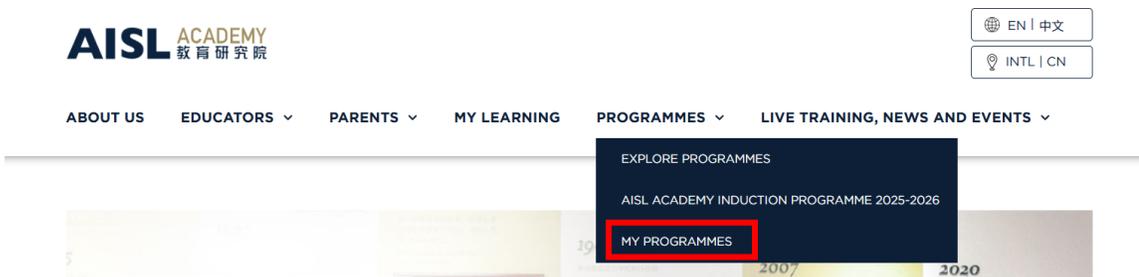
Completing your induction programme will take some time; we recommend always going through your induction programme dashboard to (1) enrol in and complete the induction programme courses, (2) keep track of the overall progress of your induction programme completion, and (3) get your programme completion certificate once you finish all the induction courses.

4.1 Choose one of the following two ways to go to your induction programme dashboard:

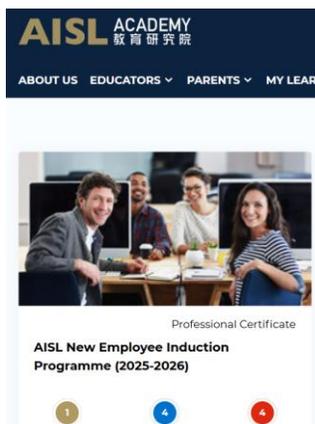
- 1) **(Recommended)** Directly from the “My Programmes” links:

For mainland China staff:	For staff outside of mainland China:
https://aislacademy.com/dashboard/programs/	https://aisl-academy.com/dashboard/programs/

- 2) From the AISL Academy home page, on the navigation menu at the top, click Programmes > My Programmes



4.2 On the “My Programmes” list, click on the induction programme to view details.



4.3 On the Induction Programme dashboard, you can (1) enrol in and complete the courses, (2) keep track of the overall progress of your induction programme completion, and (3) get your programme completion certificate once you finish all the courses in the induction programme.



AISL New Employee Induction Programme (2025-2026)

INSTITUTIONS

Your Programme Journey

Track and plan your progress through the 9 courses in this programme. To complete the programme, you must earn a verified certificate for each course.

Courses in Progress: 4

OUR RESPONSIBILITIES: AISL Code of Conduct
Enrolled: (Self-paced) Started Apr 5, 2022

[View Content](#)

OUR RESPONSIBILITIES: AISL Standardised Suite of Policies
Enrolled: (Self-paced) Started Aug 14, 2021

[View Content](#)

OUR RESPONSIBILITIES: Employee Conflict of Interest and Anti-Bribery Policy
Enrolled: (Self-paced) Started Jul 23, 2023

[View Content](#)

OUR RESPONSIBILITIES: Data Protection, Privacy
Enrolled: (Self-paced) Started Jul 26, 2021

[View Content](#)

Professional Certificate Progress

1 / 9
Earned Certificates

Earned Certificates



Our Identity

[View Programme Record](#)

Remaining Courses: 4

Our Essence
(Self-paced) Started Jul 31, 2024

[Enrol Now](#)

OUR PROMISE: Safeguarding Responsibilities for AISL Staff
(Self-paced) Started Oct 2, 2024

[Enrol Now](#)

OUR PROMISE: Intercultural Competence
(Self-paced) Started Jan 1, 2024

[Enrol Now](#)

AISL Group Media Policy
(Self-paced) Started Jul 31, 2024

[Enrol Now](#)

Completed Courses: 1

Our Identity
(Self-paced) Started Jun 1, 2025

Certificate Status: ✔ Certificate Purchased

This panel keeps track of the number of courses you've completed out of the total in the induction programme. Once you've completed all the courses in the programme, an induction programme completion certificate will show here.

This panel shows all the induction programme courses completion certificates you've earned.

This panel lists the induction programme courses that you are in the process of completing.

This panel lists the induction programme courses that you are yet to enrol in and complete.

This panel lists the induction programme courses that you have passed and requested certificate of completion for. **[IMPORTANT]** Passing all the courses and requesting a certificate of completion for each course is required. Missing this step or not completing this step entirely will result in your programme completion not being recorded by the system.

Important Notes: Ensuring your programme completion is recorded by the system

Make sure to (1) pass all the courses and (2) request your completion certificate for each course. This is a required step to ensure your programme completion is recorded by the system. Missing this step or not completing this step entirely will result in your programme completion not being recorded by the system.

1. Passing a course: Two scenarios

- A. For some courses, you will need to complete a set of graded knowledge check questions correctly to pass them.

The screenshot shows a course completion quiz interface. At the top, there are tabs for 'Course', 'Progress', and 'Discussion'. Below the tabs is a search bar and a breadcrumb trail: 'Check and apply what you learned > Check what you have learned > Check what you have learned'. A 'Bookmarks' sidebar on the left lists course sections: 'Welcome to the course!', 'Bribery and Anti-bribery Policy', 'Circumstances of Gift Giving', 'Procedures', 'Check and apply what you learned', 'Check what you have learned Quiz', and 'End of course survey'. The main content area is titled 'Check what you have learned' and includes a 'Bookmark this page' link. Below this is a question: 'Question 1 (1/1 point (graded))'. The question text is 'Receiving gifts from a prospective parent is always acceptable. True or false?'. There are three radio button options: 'A. True', 'B. False', and 'C. It depends on the value of the gift.' Option 'B. False' is selected. Below the options is a green checkmark and the text 'Answer Correct! Correct!'.

- B. A few courses do not include knowledge check questions; you will need to certify that you have completed the course by ticking a self-certification checkbox.

Receive Certificate of Completion 获得学习证书

[Bookmark this page](#)

Congratulations on completing this course!

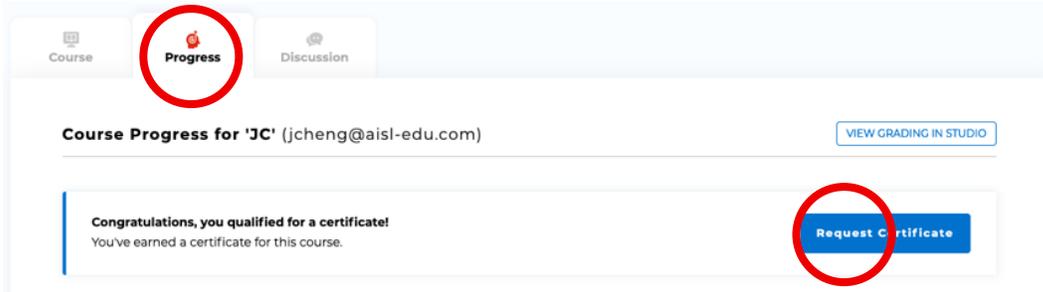
Please check and submit the statement below. (Please note that your self-certification is based on the honour system).

The screenshot shows a self-certification form. At the top, there is a header 'Certify (1 point possible (graded))' and two buttons: 'STAFF DEBUG INFO' and 'SUBMISSION HISTORY'. Below this is a text box containing the statement: 'I certify that I have completed this course in its entirety.' There is an unchecked checkbox to the left of the text box. At the bottom of the form are two buttons: 'Submit' and 'Show answer'.

2. Requesting your course completion certificates

Once you have completed a course and either successfully passed the knowledge check

questions or confirmed completion via the self-certification checkbox, click on the **Progress** button, and next to the message that says “Congratulations, you qualified for a certificate!”, click the **Request Certificate** button. Give it a few seconds. When a certificate is successfully generated, the **Request Certificate** button will change to **View Certificate**.



5. Technical support

If you have a technical question and need help, please email:

For mainland China staff:	support@aislacademy.com
For staff outside of mainland China:	support@aisl-academy.com

Appendix 1: Register for an AISL Academy (AA) account

If you did NOT receive an initial account setup email from AISL Academy, or you would rather create an AISL Academy account by yourself, please follow the steps below:

1. Go to the AISL Academy website’s account registration page:

For mainland China staff:	For staff outside of mainland China:
Please go to: https://aislacademy.com/register	Please go to: https://aisl-academy.com/register

2. Complete the required fields (*for Email, please make sure to use your AISL Harrow work email*), and click Create Account.
3. You will receive a confirmation email. Follow the instructions in that email to activate your account.

[END]