



STAFF INDUCTION

POLICY AND PROCEDURE

Staff Induction Policy

At Hallmark Institute we are committed to meeting our obligations under legislation as an employer and ensuring that staff are appropriately inducted and given the organisational knowledge to perform their duties.

Aims

The aim of this policy is to:

- Ensure that all staff receive timely and appropriate information, instruction and training to commence their duties;
- Ensure that all staff receive information to enable them to understand our policies and procedures particularly with regard to training operations;
- Ensure that all staff are aware of relevant employment and other administrative procedures;
- Ensure that staff details are accurately recorded by us including certification of required qualifications and credentials;
- Ensure that all staff receive adequate and appropriate support during their preparation to undertake their duties.

Responsibilities

The following personnel are responsible for the application of this policy:

- The VET Academic Manager is to provide adequate induction programs and procedures which achieve the aims of this policy, and which foster cohesion and a productive work environment.
- Supervisors are to implement induction programs and procedures and work closely with staff to ensure that they are prepared for their duties in accordance with the aims of this policy. Supervisors are to monitor the induction of new staff members and report progress and finalisation of induction.
- Current staff members are to actively engage with new employees to guide their induction and to provide support during their transition to their new duties. Current staff members play an important function in the peer support component of professional development particularly as it relates to our own approach to training and assessment.
- New staff members are to actively participate in induction programs and procedures and seek out information rather than waiting for it to be provided to them. Active participation includes reviewing Hallmark Institute Sydney policies and procedures carefully, taking responsibility for their own preparation to commence their duties and seeking clarification to uncertainties.

Induction program

The induction program will vary according to the background and circumstances of the staff member. As a general guide, induction will occur over a two – three day period.

The first day is generic to all new staff members and includes orientation, meetings with key personnel and review of Hallmark Institute Sydney's policies and procedures. After this initial period, the staff member is orientated to their respective work area, be that training and assessment or support services. This time will also include the issuing of any resources required to commence their duties, confirmation of duty statements and allocation of work area. A more detailed schedule of the induction program is available in the next section. The staff member is to be provided with an Induction Checklist to be used throughout the induction to confirm their completion of induction activities. This document is to be completed and signed by the staff member and their supervisor in recognition that induction has been completed in accordance with the required standard.

The following procedure is to be followed during the induction of new staff:

- Welcome by the Principal, Hallmark Institute.
- Receive briefing on the induction schedule and obtain a copy of the Induction Checklist.
- Tour of the premises and introduction to staff.
- Complete employment administration including tax file number declaration, pay account details, superannuation choice, and employment contract confirmation.
- Review duty statement in order to understand Hallmark Institute's expectations of duties.
- Meeting with Principal to discuss Hallmark Institute's policies and procedures, legislative obligation and training culture.
- Begin detailed review of Hallmark Institute policy and procedure.
- Finalise the review of Hallmark Institute policy and procedure.
- Receive equipment and resources required to undertake duties.
- Allocation of workspace and organise for access to internal information systems.
- Complete Induction Checklist and file.
- Commence work in allocated area fully orientated with a full workload.