

STAFF INDUCTION POLICY

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Related Documents	APIC's Policy Library Recruitment and Selection Policy Equity and Diversity Policy Staff Code of Conduct Policy WHS Policy Privacy Policy APIC Strategic Plan 2016 - 2021
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1. Purpose

APIC realises the importance of induction to assist new workplace participants to settle into the workplace and to inform new employee about APIC and APIC's policies and procedures.

The purpose of this Induction Policy is to outline the Induction process that all new employees of APIC will participate in on commencement of employment.

2. Scope

This policy applies workplace participants of APIC and does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for services.

3. Definitions

Item	Definition
<i>Workplace Participants</i>	Employees, agents and contractors (including temporary contractors) of APIC.

4. Induction Process

4.1 Phase 1 – paperwork

Phase 1 of the induction process involves new workplace participants completing necessary paperwork, to ensure the new workplace participant can be established on APIC's database.

This phase should occur on the first day of the workplace participant's employment/engagement.

The paperwork includes completing:

- a) an employment declaration form;
- b) contact details;
- c) details of banking information;
- d) superannuation documentation;
- e) tax file number declaration.
- f) Employee Details Form
- g) Tax File Declaration Form

4.2 Induction session

The second phase of APIC's induction involves an induction session which is typically conducted by the new participant's line manager.

A new workplace participant should typically be required to attend an induction session within 2 weeks of commencing work with APIC.

The induction session will typically cover:

- a) a brief history of APIC;
- b) locations of campuses;

- c) a general outline of APIC's Strategic Plan: the vision, mission and value statements;
- d) the future directions of the business;
- e) an outline of the various units/departments in the organisation;
- f) quality management system;
- g) a training session on the [Staff Code of Conduct Policy](#) and expectations of professional behaviour;
- h) workplace health and safety, including the emergency evacuation procedure, location of First Aid Officers and kits, reporting of incidents;
- i) email protocol;
- j) telephone protocol and appropriate use of voicemail;
- k) availability of training;
- l) an outline of the ADP payroll and leave system;
- m) an outline of APIC's computer network system and document management system; and
- n) a general overview of policies.

At the end of the induction process, new workplace participants are required to sign a form confirming their attendance at the induction session and their understanding of the various issues covered in the induction session, including a commitment to read and abide by APIC's policies and procedures as listed in the [Policy Library](#) on College's website.

4.3 Introduction to staff and mentoring

The new workplace participant's supervisor or line manager is responsible for ensuring the new workplace participant is introduced to other workplace participants.

New workplace participants should, wherever possible, be allocated a mentor to assist with transition into the College's activities. The mentor should also acquaint the new workplace participants with the day to day operations of the workplace including work breaks and facilities available.

A mentor should aim to make the new workplace participant feel welcome and assist with their transition into their new environment. A mentor may also impart professional and practical experience to the new recruit as part of the induction process.

4.4 Induction information kit

New workplace participant may be given an induction information kit outlining/comprising:

- a) Stationary;
- b) Phone lists;
- c) APIC Strategic Plan;
- d) Vision, Mission and Values statements;
- e) Reference Guides to College computer programs and phone system;
- f) Maps/guides to workplace area; and
- g) Induction evaluation form.

5. Document Change Control

Version	Change Description	Date	Author
2.0	Policy update	15 May 2017	Corinne Green

APPENDIX 1 – STAFF INDUCTION CHECKLIST

Ensure that you have:

- told the employee before their first day where, when and who they should report to
- organised building and IT access
- a returned, signed copy of the letter of engagement (or employment contract)
- given the employee a copy of the Fair Work Information Statement

Employee to sign a register or return a signed copy of the Fair Work Information Statement and any relevant business policies or procedures as proof that they were provided.

All staff paperwork to be kept in secure personnel file.

On the first day

To ensure employee transition is free of confusion, it's important that they feel welcomed, well-informed and equipped to do their job.

Orientation and housekeeping:

- Introduce the employee to other staff
- Show the employee the kitchen/meal, toilet facilities and where to store personal items (bags, jackets etc.)

Ensure you have:

- given the employee copies of relevant business policies or procedures e.g. codes of conduct and work health and safety policies or procedures.
- discussed:
 - who the employee reports to
 - the employee's duties and what training will be provided
 - performance expectations and when and how performance will be reviewed
 - hours of work and the procedure for recording hours of work
 - meal breaks
 - the applicable award or enterprise agreement, and where to find a copy
 - any workplace policies and procedures including:
 - procedure if the employee is sick or running late
 - procedure for applying for leave
 - rules regarding personal calls, visitors and/or use of social media at work
 - any bullying, harassment and anti-discrimination policies.
- completed a workplace health and safety induction

APIC provides its employees with a safe workplace. This can include discussing evacuation plans, pointing out first aid officers and emergency wardens and briefing staff on safety procedures.