

STAFF INDUCTION

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PURPOSE

The Induction Procedure exists to provide a framework through which new staff can be provided with a working knowledge of the organisation efficiently and effectively.

SCOPE OF THE PROCEDURE

The procedure should be applied to all new staff on permanent or long fixed term contracts. For staff working shorter contracts or part time, managers should consider every element of the procedure and ensure that staff receive relevant elements.

DEFINITIONS

Long fixed term contracts are any over 6 months.

RESPONSIBILITY FOR THE POLICY

It is every line manager's responsibility to ensure that each new member of staff goes through a full induction procedure.

It is the responsibility of new staff to ensure that they gain a full working knowledge of the organisation to facilitate satisfactory performance of their job description.

ACTION BEFORE NEW STAFF START

Line managers will ensure that a programme of activity for the first week is drawn up before the person starts. This programme will include relevant appointments to achieve all of the requirements of the induction programme for the first week.

Line Managers will notify Finance, Contracts and Information Manager and the IT team of the start date for new staff in advance and book in relevant appointments for the first week.

WEEK ONE

Induction Pack

New staff should be issued with an induction pack including staff contract, Induction Procedure, Health and Safety Policy, Equal Opportunities policy and first week activity plan, or links to these documents on the Q Drive.

Arrangement of induction sessions

The line manager will arrange induction sessions with the following managers:

- Chief Executive, Finance Manager
- Head of Skills for Life and Work
- Head of MIS
- Head of Vocational Curriculum
- Head of Marketing and Corporate Engagement

This policy is non-contractual and may change from time to time.



Induction Reviews

The line manager should conduct three reviews during the induction process.

SIX WEEK REVIEW

The Line Manager will:

- Review progress against the Induction programme to ensure that all the necessary sessions have been attended and that the staff member does not have significant questions.
- Review the member of staff against the person specification and discuss with the staff member any attributes that either manager or staff member feel they may need support with. The person specification should include reference to the minimum qualifications required for the post and any additional learning should be identified
- Develop an initial Professional Development Plan to support the staff member in developing any attributes lacking against the person specification including achieving minimum qualifications.

THREE MONTH REVIEW

The Line Manager will:

- Review progress against the Induction programme to ensure that all the necessary sessions have been attended and that the staff member does not have significant questions.
- Review the member of staff against the person specification and discuss with the staff member any skills that either manager or staff member feel may be lacking or with which they may need support.
- Develop the Professional Development Plan to support the staff member in developing any skills lacking against the job specification.

SIX MONTH REVIEW

This meeting should correspond to one of the Appraisal events and should facilitate the progression into the regular Appraisal process. The Line Manager will:

- Review progress against the Induction programme to ensure that the whole programme has been completed and that any staff questions have been answered regarding their roles relationship to other part of the business.
- Review the member of staff against the person specification and job description, ensure that the Professional Development Plan is active and will address any gaps.
- Establish the member of staff with targets for the Appraisal Process together with an updated Professional Development Plan