



ST PATRICK'S
Technical College



SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 3.5

Induction

Version 4: 11 February 2014
Ratified by Board of Directors: Feb 2014
Review Date: Feb 2017





POLICY

It is St Patrick's Technical College's policy to provide all new employees, regardless of their position or level, or prior experience, with a thorough induction to the College and to their specific positions.

St Patrick's Technical College has designed an employee induction program to ensure that all people joining the College are provided with the best possible opportunity to become an active and productive member of the team, and to achieve the benchmarks we have established for performance excellence.

Induction is not only about providing information and opportunities for the staff member to learn about their own job. It is an opportunity to gain a full appreciation of the way successful job performance contributes to the overall success of both the individual and the College. It is the opportunity to integrate the interest and goals of the individual with those of the College.

All involved in inducting new people to the College are to ensure that the induction will be organised and implemented in accordance with these principles.

Induction will be scheduled from commencement of employment. Under no circumstances will a new employee be placed at a work station without undergoing induction.

Induction, correctly implemented, will enable a new staff member to embrace the College culture, values, standards and plans as they embark on a career with St Patrick's Technical College.

GUIDELINES

1. All new employees are to receive proper induction, that is, information, instruction and guidance from the employee's supervisor or manager, that will help acquaint the employee with the College and its operations, and the employee's position and responsibilities. Proper induction should assist the new employee to gain a thorough and effective introduction which will prepare him or her for work in the College, to adapt quickly, and to enjoy success.
2. An Employee Handbook has been prepared to assist new staff members become acquainted with the College and its Policies and Procedures.
3. Work Health and Safety (WHS) is an important part of working at St Patrick's Technical College and all new employees are to have a WHS induction by the WHS Coordinator prior to commencing duties. Refer Appendix 1, WHS Induction Checklist.
4. All new employees are to report to the Business Manager on the first day of employment. Refer to Appendix 2, Business Manager Induction Checklist. The Business Manager will be responsible for:
 - 4.1. providing the new employee with a copy of the Employee Handbook;
 - 4.2. providing the new employee with all forms and documents required to place the employee on the payroll, and instruct or assist in completion of them;



- 4.3. providing the new employee with an introduction to the College, including its history, structure, culture and goals.
- 4.4. summarising the policies and procedures on matters immediately relevant to the employee, such as College regulations, employment policies, attendance, salary, employee benefits and safety and security.
- 4.5. supplying the employee with those items provided by the College that are required for the employee to undertake his or her duties including keys, security passes, manuals or handbooks and any other property the employee has been authorised to use during employment. All College property must be returned when the employee terminates employment at the College.
5. The Business Manager will direct the new employee to his or her supervisor or manager. Refer to Appendix 3, Supervisor Induction Checklist. The role of the new employee's supervisor or manager in the induction process is to:
 - 5.1. introduce the new employee throughout the College;
 - 5.2. explain what other employees and supervisors or managers do, and their relationship to the new employee's job;
 - 5.3. provide instructions concerning work schedules, breaks, section procedures and related information;
 - 5.4. provide the new employee with a job description and discuss it with him or her. Instructions on how to perform the job, the new employee's role in the College and the College's performance standards shall be clearly and thoroughly explained.
6. The induction period provides an opportunity for both the employee to evaluate the job, and for the College to evaluate the employee's suitability for the position. The objective of the Induction Policy is to give a new employee's supervisor or manager an opportunity to take a close and active role in acquainting the employee with his or her job and performance expectations. It may require time for new employees to become well acquainted with their work and consistently perform to the standards required.
7. Thus, as a continuing function during induction, the supervisor or manager shall provide appropriate job instructions, coaching or on-the-job training. The supervisor or manager shall pay careful attention to the new employee's willingness to perform assignments, ability to learn or perform job tasks, observance of policies and procedures, attendance, punctuality and related performance criteria. Corrective job instructions, or disciplinary warnings if necessary, shall be provided.



RELATED POLICIES

- *1.1 – Ethos and Charter*
- *1.4 – Staff Code of Conduct*
- *1.9 – Security*
- *1.10 – Staff Grievances*
- *1.11 – College Entry / Exit*
- *3.4 – Job Descriptions*
- *3.6 – Personnel Records*
- *3.11 - Disciplinary Procedures*
- *3.13 – Performance Management*
- *Work Health & Safety**

** Catholic Safety Health and Welfare (CSH&W) policy*



WHS INDUCTION CHECKLIST

The importance that is placed on Work Health and Safety (WHS) must be stressed to each employee, volunteer and other persons working on the site or with employees.

The new employee should be provided with information and instruction as a minimum relating to:-

1. The existence of a Safety Manual.
2. The organisations WHS Policy
3. Consultative Processes/Meetings, WHS Committee Members.
4. Procedures for reporting hazards and unsafe situations.
5. Procedures for reporting incidents which result or may result in injury.
6. Location and use of first-aid facilities and names of first aiders.
7. Provision use and replacement of personal protective equipment.
8. Location and use of fire fighting equipment.
9. Emergency procedures and drills.
10. Security procedures.
11. Arrangements for Workers Compensation and rehabilitation.
12. Any unusual or potentially hazardous operations or situations.
13. Any relevant safe operating procedures.
14. Anti-bullying, Sexual Harassment and Grievance procedures.
15. Any other relevant WHS instructions or industry policies etc. (waste control, recycling)
16. The communication of suggestions for improving WHS.
17. Department / faculty issues (e.g. Chemicals, Plant, equipment, methods).
18. Reporting health, medical treatment that may affect safe performance of duties.
19. Manual handling (where applicable).



BUSINESS MANAGER INDUCTION CHECKLIST

The College Business Manager is to ensure the following activities are undertaken when inducting a new employee:-

1. Outline College role, ethos, organisational structure and goals.
2. Provide a copy of the Employee Handbook and the new employee's Job Description.
3. Explain the conditions of employment.
4. Provide all forms and documents necessary to place employee on the payroll and instruct or assist in completion (taxation, banking details, etc.).
5. Complete superannuation forms.
6. Complete salary sacrifice to superannuation form if required.
7. Ensure all Personal Detail forms are completed.
8. Summarise College policies and procedures, particularly relevant policies including:-
 - Job Description
 - Attendance
 - Salary
 - Performance Management
 - Entitlements
 - WHS
 - Security
 - *Code of Conduct
 - *Equal Opportunity.

**Note: Code of Conduct and Equal Opportunity policies are to be signed as sighted and accepted by the employee.*

9. Complete a security briefing and issue appropriate keys and security codes.
10. Issue all personal equipment and supplies (computer, stationery, mobile phone, etc.).



SUPERVISOR INDUCTION CHECKLIST

A new employee's supervisor or line manager is to ensure the following activities are undertaken when inducting the new employee:-

1. Explain the role of the employee's position, relationship with other employees and the line management structure.
2. Show the new employee to his / her workplace.
3. Ensure all necessary equipment, furniture and supplies have been issued
4. Introduce the new employee to all staff members.
5. Show the new employee the location of the following:-
 - Toilets
 - Staff room
 - Kitchen
 - Photocopiers
 - Stationery / supplies
 - Tea / coffee
 - Classrooms and workshops
6. Explain system / process for ordering supplies/stock
7. Show the new employee how to use the phone system
8. Ensure the new employee has computer user access
9. Explain work and break hours
10. Ensure new employee has received WHS induction