

POLICY:	STAFF INDUCTION
NVR Ref:	Standard 2
IBI Ref:	IBI-2- S2
Purpose	<p>Orientation and Induction</p> <ul style="list-style-type: none"> • The Institute wishes to see all new staff provided with appropriate orientation and induction to the organisation and their new role. This is both a central responsibility and the responsibility of the relevant supervisor. • The Institute provides an orientation program which launches the induction program. • It is the responsibility of each supervisor to provide an induction to the workplace for new staff. This program must articulate with the organisation-wide program. <p>The purpose of this Policy and Procedure is for all staff of the Institute to:</p> <ul style="list-style-type: none"> • Understand and embrace the Institute’s mission and values. • Contribute through their work to the Institute’s mission and values. • Acquire the information required undertake their work effectively. • Make the professional adjustment as smooth as possible. • Assist in support with routines, procedures, and policy matters. • Guide new employees through requirements and expectations. • Provide a focus for sharing of common needs, problems, concerns and ideas. • Provide a climate for moral, structural and professional supports through the use of mentors, peer support and managers. • Provide the framework in which appraisals are carried out. • Skills Victoria Service Agreement obligations, definitions & interpretations are examined and reviewed with staff
Scope	This Policy and Procedure applies to all personnel who manage, perform or verify activities that may affect quality.
Responsibility	<p>The CEO will oversee the induction program. In carrying out this responsibility, the CEO will ensure that the inductee receives appropriate information about their job role, and will appoint an induction buddy to assist and support the induction process.</p> <p>Every staff member of the Institute will have some responsibility for supporting the induction of every inductee with whom they come into contact.</p>

PROCEDURE:	STAFF INDUCTION
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Action/Method	<p>Orientation Orientation will be held upon commencement to familiarise new staff with the Institute's environment and administrative structure.</p> <p>Duration The induction program will continue throughout a twelve week period with support being provided both by the relevant supervisor to oversee the professional development of each new employee as indicated in the induction program.</p> <p>Appraisal At the conclusion of the new staff member's induction period there will be an evaluation process that will include a self-appraisal and a formal appraisal by the CEO. This appraisal will be based on the employee's performance and may contain recommendations for further professional development.</p> <p>Induction Requirements and Entitlements Induction at the Institute is regarded as an ongoing process rather than an event. All new Institute staff, except those on hourly paid contracts, are required to participate in a three month induction process, are entitled to receive, and required to work through, appropriate materials about the Institute and their job. Wherever possible a reduced workload will be allocated to new employees rather than to more experienced staff. This is to enable time for formal and informal assistance, observation, preparation, attendance at in-service/meetings, professional reading and reflection to take place.</p> <p>Monitoring Monitoring induction and its implementation will include evaluations through a review by each inductee.</p>
References	<p>Staff Induction Checklist</p> <p>Performance Review Form</p> <p>Staff Information Handbook</p> <p>Educator Profile Form</p> <p>Educator Report Form</p>

VERSION CONTROL

Review/ amendment history

Policy Approved by: Chief Executive Officer

Responsible Officer: Chief Executive Officer

Next Policy Review Date: April 2017

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes