

INDUCTION CHECKLIST

New Staff

This checklist is to be used to induct new employees; each box is to be ticked as each step occurs. This procedure must be completed during the first week of employment. The employee must sign off on the induction.

NEW EMPLOYEE NAME: _____ POSITION TITLE: _____

INDUCTION COMPLETED BY: _____ START DATE: ___/___/___

Conditions of employment

- Salary
- Method of payment
- Travel expenses
- Description of services
- Superannuation
- Employment agreement (must have been signed prior to commencement)

Documentation to be completed

- Superannuation form
- Employment declaration (ato form)
- Banking details form
- Employment application (form_aa)

Introductions

- CEO
- Administration officer
- Colleagues
- Client companies

Facilities

- First aid
- Parking
- Bathroom
- Tea room
- Equipment

Work procedures

- Explain company values/code of practice/access & equity
- Explain aqtf 2010 standards and compliance & recognition other rtos
- Access and equity

- Code of practice
- Aqtf 2010 standards
- Esos and national code (int trg)
- Vocational education & training & assessment
- Requirements for new apprenticeships/traineeships
- Rpl process
- Employee reads relevant contract & signs
- Relevant legislation
- Complaints, concerns and appeals process
- Employee reads relevant assessment/training instructions
- Explain the method of survey collection and timelines
- Explain areas of responsibility
- Explain working relationships
- Take a look at the daily schedule of jobs to be completed
- Assign a buddy for the 1st week?
- Supply induction manual (form_indx)
- Information on training package relevant to course being facilitated
- Explanation of competency based training
- Supply and explain contents of student/client handbook (form i)

Staff member who inducted new employee:
I have given induction as per above checklist

Signed:

I [insert employees name] have completed the induction as per this checklist

Signed:

At completion of this checklist, please return to the CEO.