

# **Guidelines for induction of employees**

## **Introduction**

The Academy will aim to provide the new member of staff with all the support/training necessary to start working in the company. We will help the newcomer adjust to the new environment as quickly and efficiently as possible, taking into consideration the necessary time it may take, time which may take over a week.

Each induction shall vary according to the employee's role.

## **Good practice guidelines**

We are committed in providing sufficient training to all our new employees, therefore our induction will be carried out for around a month, and following that employees will also receive on-going training to ensure all our staff is competent in the role that they are assigned to work.

## **Details of information and induction process**

We are committed in providing a self-employed work agreement to all new employees as well as providing copies of our current Company policies.

## **Induction Information provided to employees**

The Centre will provide all necessary information to all new staff including:

- Staff structure
- Staff roles and responsibilities
- Sickness arrangements, who and when to inform
- Lunch break arrangements
- Toilet facilities including locations
- Fire & safety procedures, including the locations for fire exits and extinguishers, first aid arrangements, accident procedures and reporting
- Staff communication arrangements
- Holiday arrangements

## **Job description & job information**

- Duties and responsibilities of each staff
- Guidance in reporting and supervision
- Staff meetings
- Personal Development
- Development and training opportunities
- Staff payment information
- How to obtain equipment/stationery etc.
- Hours of work
- Work allocation procedures

## **Employee's first day arrangements**

- We will inform the new staff about the time and place of arrival on the first day
- The Academy will ensure that someone is going to be always around with the new employee
- We will obtain the agreement of other staff who are to be involved in the induction programme
- The Centre will arrange meetings with other staff to meet the new employee

## **Action points once the new employee has commenced employment**

- The Centre will provide on-going training (CPD)
- We will provide the new employee a copy of Induction Programme
- Facilitate the Introduction of the new staff to colleagues
- Identify any necessary immediate training needs (if necessary)
- Facilitate supervisory meetings
- Advise about the probation period
- Provide all necessary contact details for all staff managers and supervisors that will assist the new employee during the probation period as well as after the probation process has been finalized