



**EXCELSIA  
COLLEGE**  
Sydney - Australia

**Document Name**

**EMPLOYEE INDUCTION POLICY**

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## Policy

Induction is the first step in building a two-way relationship between the College and the new employee. The transition to the new workplace is made easier and more effective for both the new employee and the employer if there is an effective induction process. The College wants to ensure that all employees are inducted successfully.

The purpose of this policy is to articulate the importance of inducting staff to Excelsia College and to outline the process and responsibilities for a successful induction.

This policy applies to all permanent, fixed term, sessional casual, contractors professional and academic staff. It is a requirement that the new permanent employee completes the Excelsia College Induction Program as per the Induction Checklist within the first six months of employment or within the period of the fixed term appointment in circumstances where the period is less than six months.

## Objectives

- To comply with the regulatory environment (TEQSA ACT, ESOS ACT).
- To provide new employees with the necessary training, information about their role and culture of the College to ensure a smooth transition into their new position. This also assists with the retention of the new employee.
- To ensure new employees feel welcome and part of the College.
- To build loyalty through an effective induction process, setting clear expectations and providing ongoing training and feedback.
- Gives employees an opportunity to discuss and set career development goals for themselves and their department.

## Definitions

- **Induction training** is training provided to new employees by the employer to assist in adjustment to their new job tasks and to help them become familiar with their new work environment and the people they will be working with in our college.
- **ExO (Moodle)** is an acronym for “Modular Object-oriented Dynamic Learning Environment”. It is an online educational platform that provides custom learning environments for students. Employees using this system will be properly inducted to ensure familiarity with the learning content.

## Responsibility

It is the responsibility of Excelsia management to ensure that appropriate framework is provided for Academic Staff to administer the needs of students undertaking the course.

By deploying the following:

- Articulating expected learning outcomes
- Meeting the teaching and supervisory requirements
- Through appropriate equipment and supported infrastructure
- Catering for student needs diversity

The following people have a responsibility in relation to this procedure:

- Chief Executive
- Director of People and Culture
- Heads of Schools and Departments

## **Policy Review**

Excelsia College will develop a process for reviewing the effectiveness of this policy. Where applicable, the review will take account of necessary changes to other relevant University policies and procedures. To assist such considerations, a staff member wishing to suggest improvements to this policy is invited to forward their suggestions to Human Resources.

## **References**

[Supervisor Guide to Induction](#), University of New South Wales.

[Staff Induction Procedure](#), University of Melbourne.

Staff Induction Checklist

Recruitment Pack Checklist

On-Board Checklist Acknowledgement

Employee Site-Specific WHS Induction Form