



EXCELSIA
COLLEGE
Sydney - Australia

Document Name

EMPLOYEE INDUCTION PROCEDURE

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Purpose and Scope

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.

This procedure covers the process of induction and what needs to be covered, from the first day settling in to the probation period.

You may need to adapt the induction process dependant on the role, for example permanent, casual or sessional general or academic employees, or employee with special requirements. Certain Supervisor responsibilities may be delegated to an appropriate delegate.

Responsibility

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

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

Procedure

Permanent Employee Induction Training

The Staff Induction Checklist is used to facilitate the induction of employee at the College. It is important to begin working through the form prior to the commencement date to ensure possible and ease of employees on their first week.

	Supervisor Responsibility	People and Culture Responsibility
Before Arrival	<ul style="list-style-type: none"> • Prepares for new starter arrival using Staff Induction Checklist • Schedules meetings and activities for new starters first week (i.e. job shadowing; orientation tours) 	<ul style="list-style-type: none"> • Completes recruitment and selection process • Sends employment Offer Letter and Contract to preferred candidate along with all forms required as per Recruitment Checklist (Offer Pack) via Adobe Sign • Prepare the Induction Checklist for the staff starting • Completes all requirements for a new hire as per the Recruitment Checklist • Follow instructions as per Systems Access flow Chart for Beginning of Contract. • Once contracts and form are returned, forward all relevant documents to payroll

	New Started Self Led	Supervisor Responsibility	HR Responsibility
Starting Essentials	<ul style="list-style-type: none"> • Begins to orient themselves to Excelsia College including the use of the College website through the On-Board Checklist Acknowledge ment Form 	<ul style="list-style-type: none"> • Welcomes new starter and provides brief department induction • Make arrangements for any further training which may be required 	<ul style="list-style-type: none"> • Provides induction meeting with new staff member, going through the staff induction presentation and introducing the new staff member to all staff • Completes all requirements for a new hire as per the Recruitment Checklist • Provide campus map & tour • Job requirements • Health and safety procedures • Local workplace issues/customs • Working conditions, processes and procedures • Probation processes • Managing for performance process and annual cycle key contacts • Provide additional stationery that may be required for role

	New Started Self Led	Supervisor Responsibility	HR Responsibility
Settling In	<ul style="list-style-type: none"> • Continues to access WI Online Induction via the website- 	<ul style="list-style-type: none"> • Provides detailed induction to department using Staff Induction Checklist • Conducts a one to one 	<ul style="list-style-type: none"> • Provides ongoing support to new starter and supervisor • WHS checklist completed • WHS online training via MOODLE

	<p>essentials information has been read and completed and returns employee On-Board Checklist Acknowledgment Form</p> <ul style="list-style-type: none"> • Undertakes job shadowing 	<p>discussion with new starter about job role</p> <ul style="list-style-type: none"> • Supports new employee 	
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	New Started Self Led	Supervisor Responsibility	HR Responsibility
Ongoing	<ul style="list-style-type: none"> • Continues to build skills and knowledge to meet all performance standards • Attends mandatory training courses including WHS awareness • Monthly Community Meetings 	<ul style="list-style-type: none"> • Completes monthly probation reviews • Provides ongoing support for new employee's development • Confirms WHS courses have been completed 	<ul style="list-style-type: none"> • Provides ongoing support to new starter when required

1. Human Resources

The Director of People and Culture or People and Culture Coordinator meets and greets the new employee on the first day. During the meeting, the People and Culture Coordinator covers the first section of the Staff Induction Checklist, including Human Resources, Workplace Set-Up and Work Health and Safety (completing Employee Site-Specific WHS Induction Form).

The People and Culture Coordinator takes the new employee on a tour of the College, introducing to current staff, showing facilities available and emergency exits, fire extinguishers and first aid boxes locations.

The People and Culture Coordinator refers to the On-Board Checklist available on the Excelsia Website and provides employee with the On-Board Checklist to cover during their first month.

Within the first two weeks of commencement, each staff member must complete a Working with Children Check and a Police Check.

Working With Children Check

When a contract is issued to a staff member, it states that a Working With Children Check is Required. When a new member begins employment at Excelsia they are asked to provide the WWCC if they have already completed this or if not they are asked to go online to <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

For 100 points check refer to link: https://check.kids.nsw.gov.au/employer-guidelines.php#guideline-8_6

Fill in your personal details including your license number. Once this has been submitted you will need to go and visit a service centre. You will be given an application number with your initial submission bring this and your license with you to the service centre. You will need to pay the \$80 fee and the customer service representative will hand you a receipt which you will later use to claim this amount back.

Your *Working with Children Check* is valid only in New South Wales. Each Australian state and territory has its own system for checking people before they can work with children, so you will need to contact the relevant agency in the state or territory in which you plan to work.

It can take up to 10 working days to receive a response from the NSW Department of Education and Training. The staff member will receive a email with the results and an original copy will then be also posted to the individual which will then need to be handed to Human Resources for the director to make a copy for the staff file. The Manager Human Resources saves the soft copy of the form in the Human Resource Folder on the S Drive.

Please note, failure to carry out the process in this sequence may result in disciplinary action.

Your *Working with Children Check* is valid only in New South Wales. Each Australian state and territory has its own system for checking people before they can work with children, so you will need to contact the relevant agency in the state or territory in which you plan to work.

Police check

Click on following link which will take you to the Australian Federal Police site where you will be able to complete the National Police Check.

<https://afpnationalpolicechecks.converga.com.au/>

Scroll to the bottom of the page once you have read and click that you have read the terms and conditions. And then click to start a new application.

You will need to provide 100 points of identification, the best options would be your passport, a copy of your current driver's license and a Medicare card but there are also a list of other options that you could use.

Section 2.3 - click the purpose type as Commonwealth Employment/purpose.

Purpose of check – 37 – Care of Children/intellectually disabled/aged care staff/volunteers.

For this next section you will need to download the National Police Check Consent form which you can obtain by clicking on the button "Click to download the consent form"
Print off and sign and date and then scan and send to yourself.
Then upload 100 points of identification document

You will need to pay the \$42 fee and the customer service representative will hand you a receipt which you will later use to claim this amount back.

Fill in an expense claim form and get Director of People and Culture to sign and then you will be reimburse.

2. Supervisor

Supervisor of the new employee completes the Training part of section 1 of the Staff Induction Checklist as well as section 2. The Supervisor may also choose to develop a specialised induction training to ensure that new employees are adequately familiarised with key information relating to their workplace, this is recorded via Staff Induction Checklist.

3. Probationary Period

All permanent full time and part-time employee are subject to a probationary period. This information will have been communicated to applicants at point of interview and documented in their *Letter of Offer*. It is essential that Supervisors use this time as an opportunity to monitor employee performance and suitability to the position. It is also an opportunity for new employee to learn more about the College within which they work and affirm their own suitability to the position.

If the Supervisor has any issues relating to the termination of an employee during their Probationary Period, please contact the Director of People and Culture as soon as possible.

Please note:

- **The probationary period is not applicable if employee is transferring.**

During the probationary period (or in the case of a transfer, in the first month of the transfer), the relevant Supervisor must:

- meet with the new employee at least monthly to monitor performance and ensure that the new employee is well supported in the workplace. The dates of these reviews are to be reflected on the Staff Induction Checklist, and signed off by the Supervisor. If an employee's performance is not meeting required standards, these probationary reviews must be documented; and
- complete form Staff Induction Checklist within the first week of employment and ensure that all reviews under the 'Probationary Period' are conducted before the Probationary Period has expired. At the final probationary review meeting, the Supervisor is to confirm to the employee that they have successfully completed their probationary period.

Once the STA-F49 Staff Induction Checklist has been completed by the Inductor and the Inductee, it must be signed and returned to the Director of People and Culture. You are required to complete the induction program within 6 months of joining Excelsia College. All employers have certain legal responsibilities for their employee; completion of the induction program confirms that Excelsia College has provided certain key areas of information such as WHS.

Casual/Sessional Employees and Contractors Induction Training

4. Casual/Sessional Employees and Contractors Induction Training

At the start of each semester, the Heads of Schools plan a meeting for their academic employees. During the meeting the Director of People and Culture and the Chief Academic Officer orient the casual/sessional employees and contractors in relation to the following items:

- Vision /Mission and Values
- Strategic Plan
- Academic Standards, Approach, Policies and Procedures
- HR Policies and Procedures
- Work Health and Safety Policies and Procedures
- Community Activities for employees.

References and Related Documents

[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

Systems Access