


POLICY AND PROCEDURE		
Ref. to Legislative Frameworks: HESF2021: Standard 3.2 SRTO2015: Standard 1.13-1.16, 8.5 & 8.6 National Code 2018: Standard 11.2	Staff Induction	
Version: 4.1	Procedure Owner: Chief Executive Officer (CEO)	Issued on: 16/02/2018 Review by: 15/02/2025

Revision History

Current Version	Description of Change	Procedure Developer	Effective Date
4.1	Policy and Procedure integrated into one document and updated to: <ul style="list-style-type: none"> • reflect 2021 Threshold Standards (HESF 2021) • replace non-gender-neutral words • remove version numbers in the Reference Table 	Chief Executive Officer	15/02/2023
4.0	Review and amend according to existing practice	CEO	16/02/2018

PURPOSE

This policy and procedure explains the principles and outlines the step-by-step procedures in conducting an induction of new staff members at Academies Australasia Polytechnic (AAPoly).

POLICY STATEMENT

AAPoly recognizes the importance of its staff. An employee commencing in a new position will receive an Individual Induction Plan to enable them to best contribute their skills, knowledge and experience to the requirements of that position.

SCOPE

These guidelines apply to all new employees of AAPoly.

DEFINITIONS

Staff Induction Plan	A planned process of introducing new employees to AAPoly, incorporating formal induction activity, workplace orientation and a work-based learning model to meet the orientation and induction needs of the position and the staff
Individual Induction Plan	A planned program of activities to orientate a new employee to the organisational processes, to understand the relevant expectations and requirements for the designated roles.

POLICY

1. A new employee of AAPoly will receive an Individual Induction Plan to familiarize them with the organisational processes, and ensure they are able to contribute their skills, knowledge and experience to the requirements of the designated role. This Individual Induction Plan should be set in place prior to the employee's commencement.
2. All existing AAPoly employees moving into new positions or returning from extended periods of leave will receive planned induction support.
3. All casual staff will undertake a workplace orientation, be advised of their compliance and performance requirements, and receive an introduction to the tasks they are to undertake.

PROCEDURE

1. Newly appointed staff member attends induction within the first week of commencement, which is organised and conducted by Manager.
2. At the completion of the department specific induction, the new staff member confirms that they have participated and understood the information covered in the program, completes all the required forms and returns them to the Manager.
3. The Manager completes the Induction Checklist Form to ensure necessary information has been covered and all forms received have been completed properly.
4. Once all required forms have been completed, the Manager sends the complete file to Designated Head (DH) of the Department. DH checks and forwards it to the HR Department.

5. Timeframe

- a) The Induction Program will occur during the first week when a new employee commences their role at AAPoly However, the length of the Induction Program period will vary depending on the nature of employment conditions and the complexity of the job.
- b) Managers will determine at what stage induction information will be provided to casual staff, i.e. if it will be provided prior to employment or on the first day. This will take into account the length of their employment, the hours employed and the nature of the work being undertaken.

6. Staff Induction Program will:

- a) be relevant to the staff and the responsibilities of the position, and take into account the needs of staff who have disabilities or for whom English is a second language;
- b) clearly, accurately and consistently communicate the corporate values and goals, policies and procedures of the Company relevant to the staff;
- c) provide newly appointed staff with the opportunity to learn their rights, duties, entitlements and responsibilities;
- d) encourage the behaviour and practices involved in self-directed and continuous learning;
- e) provide opportunities for the staff to interact and engage with other staff;
- f) familiarise staff with AAPoly systems and processes relevant to their role (e.g. Student Management System, LMS and Paradigm);
- g) require relevant staff to complete PRISMS Online Tutorials and Quiz;
- h) require staff to familiarise themselves with relevant and current legislations, regulations, and policies and procedures (eg Higher Education Standards Framework (HESF) 2021 and ASQA Standards for RTO 2015);

- i) require relevant staff to familiarise themselves with relevant state and/or federal funding requirements applicable to AAPoly courses;
- j) provide opportunities for the staff to give feedback about the induction process and;
- k) be evaluated periodically to ensure it continues to meet the needs of new employees and is consistent with continuous improvement processes.

RESPONSIBILITIES

1. The Designated Head of Department is responsible for the provision of the formal induction elements of the Induction Program to all new staff, including:

- a) pre-employment arrangements to inform new staff of the forms and documentation required for employment
- b) a session in the first week of the new employee's service, to explain employment and compliance information
- c) provision of any Induction resources to provide information on conditions of employment and responsibilities; and
- d) welcome functions and information sessions to describe AAPoly's organisational structure, functions and strategic direction

2. The Department Head is responsible for the induction of its staff, based on the Induction Program mechanisms provided by the HR Manager (i.e. Individual Induction Plan, objective setting, feedback, reflection and review). Their approach will include adaptation of induction responsibilities by relevant existing staff members, and strategies for implementing, monitoring, evaluating and reporting on induction activities.

3. The Department Head or the Manager (i.e. the person responsible for the probation and performance management processes) is responsible for the provision of a planned and structured Induction Program for staff in their work team. The Department Head or the Manager may delegate some of these activities to other staff.

4. All **existing employees** are to be aware of the principles underpinning the Induction Program. It is the responsibility of all staff to support the operation of, and participate in, these processes as required.

FEEDBACK

Questions, suggestions or comments about this policy shall be directed to the CEO by email suggestionstotheceo@aapoly.edu.au. The CEO will respond to the email in two (2) weeks, unless an immediate action is required. Feedback that results in material changes to the policy will be documented in the Continuous Improvement or Corrective Action register.

References

Source	Document Title
Internal	Corporate Governance Framework
	AAPoly Staff Handbook
	Staff Recruitment and Selection Policy and Procedure
External References	Higher Education Standards Framework
	ASQA Standards for Registered Training Organisations
	National Code of Practice for Providers of Education and Training to Overseas Students