

Induction Checklist



Name:

Please complete the boxes and return to Human Resources when all items have been completed.

General	Date Completed	Completed by (initials)
Welcome and induction programme overview		
Introduction to colleagues and work area		
Discussion about job role - tasks and responsibilities, working hours/timetable		
Tour of key facilities – toilets, the Hub, the Shop, Reception and post arrangements, Reprographics, smoking area, emergency evacuation points		
Tour of key support teams – Human Resources, Curriculum and Operations, Higher Education and Business Development, Student Learning Centre, The Agency, Admissions, Marketing and Course Sales Advice, Estates, Finance, MIS, Origins, Evolve, Student Services		

Human Resources	Date Completed	Completed by (initials)
New starter documents: <ul style="list-style-type: none">• Signed contract• Certificates• P45/P46• Starter form• Pension form• DBS check & ID		
Staff ID Badge		
Car Park permit (payment to be made at Reception)		
Access to Passport to Success & user guide		
Access to myCintra (online payslips)		

Technical & Information Services	Date Completed	Completed by (initials)
Computer Systems Registration Form for New Users		
Printing		
Telephone extension		
Mobile/Laptop/Tablet supplied (if required)		
User ID issued		

Professional Development	Date Completed	Completed by (initials)
Induction session attended		
Introduction to Professional Development Manager (teacher/managers)		
Introduction to Learning Community (teaching staff)		
Safeguarding Training attended		
Equality & Diversity module completed		
Workshop - Raise Awareness of Prevent attended		
Fire evacuation training completed		

Health & Safety	Date Completed	Completed by (initials)
Accident reporting and emergency procedures		
Fire safety and equipment		
Risk assessments and COSHH		
Managers responsibilities for: <ul style="list-style-type: none"> • Learning environments • Work placements • Apprenticeships • Trips/visits • Conducting health & safety audits • Risk assessments 		

Please sign the following as a record that you have received appropriate and sufficient induction training to enable you to carry out your role and send to Human Resources.

I can confirm that I have received induction training in accordance with the Induction Policy, including Safeguarding and Health and Safety and that all stages have been adequately covered.

Name: _____ **Signature:** _____ **Date** _____

I confirm I have completed the above employee's induction programme in accordance with the Induction Policy, including Safeguarding and Health and Safety and that all stages have been adequately covered.

Line Manager: _____ **Signature:** _____ **Date:** _____