



Staff Induction Policy

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| Related Documents | Staff Induction Policy ESOS Compliance Framework Staff Recruitment and Selection Policy Staff Recruitment and Selection Procedure |

1. Purpose

This Policy is designed to articulate the importance that all new staff employed by the Australian Institute of Higher Education Pty Ltd ('the Institute') receive a formalised induction and orientation and to outline the process and the responsibilities of those involved.

2. Principles

Key principles informing this Policy and the associated Procedure are that:

- The Institute is committed to ensuring all new employees (including casual/sessional staff) and/or trainees and volunteers are systematically introduced to their roles, co-workers and the organisation, and are provided with the information required to perform the duties of their new role;
- The induction process is designed to welcome new employees and to make them feel valued, confident and comfortable in their new environment and able to contribute fully as soon as possible
- The Institute aims to provide employees with the appropriate support, time and encouragement to undertake induction and orientation; and
- Induction is designed to enable new employees to understand and achieve what is expected of them during their probationary period of employment.

3. Context

The Policy have been developed in order to:

- Ensure all new employees receive formalised induction and orientation at the Institute;
- Ensure all employees are familiar with the responsibilities in relation to the induction and orientation of new employees; and
- Ensure there is a documented process for induction and orientation of new employees.

4. Scope

This Policy applies to all new employees (including casual/sessional staff), trainees and volunteers, Human Resources and their managers.

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy Details

It is a requirement that new employees completes the Institutes induction and orientation program within the first two months of employment at the Institute.

The induction and orientation process will encompasses three stages:

1. **Pre-commencement induction and orientation** – the pre-commencement induction and orientation is to take place prior to the new employees first day of work.
2. **Job commencement induction and orientation** – the job commencement induction and orientation should commence on day one of employment at the Institute and should be completed within two months of employment.
3. **Induction and orientation review** – at the end of the two months, an induction and orientation review is to be performed.

6.1 Induction and Orientation Requirements

It is a requirement that the following areas are covered as part of the induction and orientation process:

- The Institutes history, mission, vision and goals;
- The culture and organisational structure at the Institute;
- The new employees reporting line, role and responsibilities;
- The probationary criteria and the probation review process;
- Campus tour covering emergency procedures, exits and assembly points and first aid officers/fire wardens;
- Payroll and leave application process;
- Specific procedures related to the new employees role;
- The Institute's staff and student policies and procedures;
- The Education Services for Overseas Students (ESOS) Framework (refer to the ***ESOS Compliance Framework*** for further information);
- Brief introduction to the regulators Tertiary Education Quality Standards Agency (TEQSA) (student facing and academic employees only);
- The Higher Education Threshold Standards 2015 (student facing and academic employees only);
- The Australian Qualification Framework (academic staff only);
- Information Technology Resources (how to login/use the staff email, phone, Moodle, Student Management System, etc.).

7. Legislation

This Policy and the associated Procedure comply with Higher Education Standards Framework standard 3.2 (Staffing), which specifies that:

“Staff with responsibilities for academic oversight and those with teaching and supervisory roles in courses or units of study are equipped for their roles”.

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Board of Directors as at April 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

| Change and Version Control | | | | |
|-----------------------------------|--------------------|-----------------------------------------|-----------------------|------------------------|
| Version | Authored by | Brief Description of the changes | Date Approved: | Effective Date: |
| 2017-1 | Registrar | New Policy. | 19 April 2017 | 20 April 2017 |