Staff Induction Procedure

Policy supported	Staff Induction Policy
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Procedure owner	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Approving authority	Chief Executive Officer
Contact Officer	Registrar
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Related Documents	ESOS Compliance Framework
	Staff Recruitment and Selection Policy
	Staff Recruitment and Selection Procedure

1.   Purpose

The purpose of this Procedure is to support the *Staff Induction Policy*. The Policy seeks 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.   Scope

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

3.   Definitions

See the *AIH Glossary of Terms* for definitions.

4.   Actions and Responsibilities

4.1   Responsibilities for Staff Induction and Orientation

4.1.1   Human Resources

Human Resources is responsible for:
- Providing day-to-day assistance and advice to managers about the induction and orientation process;
- Ensuring the new employees equipment has been ordered (if required), has access to the required systems and that the new employees manager has been provided with the new employees login information;
- The pre-commencement induction and orientation process; and

- Ensuring that new employees and their managers are aware of the requirements to participate in the induction and orientation processes.

4.1.2 Managers

Managers are responsible for:
- Ensuring new employees are inducted in accordance with this Procedure and the associated Policy;
- The job commencement induction and orientation and the induction and orientation review;
- Ensuring the new employees required equipment is setup and ready for the new employees commencement and for providing the new employee with their system access and login information; and
- Ensuring employees are allocated sufficient time within their workload allocation to participated in, and complete all induction and orientation processes.

4.1.3 New Employees

New employees are responsible for:
- Participating in and completing the three stages of the Institutes Induction and Orientation Program in consultation with their nominated manager.

4.2 Before a New Employee Commences

Human Resources should:
- Ensure systems access for the new employee has been created and that login details have been provided to the new employee's manager; and
- Ensure that adequate equipment (such as a phone, computer, desk, chair, etc.) are available and if not, ordering as required.

The **Manager** should ensure:
- Equipment is setup prior to the new employee commencing;
- All employees of the Institute have been notified of the new employees start date and position;
- Any required training with other employees is pre-arranged.

4.3 Induction and Orientation Stages

4.3.1 Stage 1: Pre-commencement induction and orientation

This stage involves **Human Resources**:
- Sending the new employee their contract and New Starter Employment Pack (refer to the *Staff Recruitment and Selection Policy* and associated Procedure for further information); and
- Contacting the new employee to discuss arrangements for their first day (e.g. arrival time, where to go and who to ask for when they arrive).

4.3.2 Stage 2: Job commencement induction and orientation

This stages involves the new employee's **Manager**:
- Ensuring the new employee is welcomes on their first day;
- Providing an overview of the induction and orientation program to the new employer on their first day;
- Providing the new employee with their access and login information;
- Introducing the new employee to their colleagues on their first day;
- Ensuring all required information in the *Staff Induction Policy, Section 6.1: Induction and Orientation Requirements* is covered;
- Being available to answer any questions the new employee may have; and

- Ensuring any additional required training is completed by the new employee.

4.3.3   Stage 3: Induction and orientation review

This stage involves the new employee's **Manager**:
- Ensuring the induction and orientation program has been completed;
- Seeking feedback from the new employee regarding their induction and orientation program;
- Revisit training and development needs with new employee.

5.   Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Chief Executive Officer as at April 2017 and is reviewed every 3 years. The Procedure 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 Procedure.	19 April 2017	20 April 2017