



# STAFF INDUCTION POLICY

<b>Policy review area</b>	<b>Staff</b>
<b>Lead manager</b>	<b>HR Manager</b>
<b>Approval level</b>	<b>Senior Management Team</b>
<b>Start date</b>	<b>March 2023</b>
<b>Review cycle</b>	<b>1 year</b>
<b>Next review</b>	<b>March 2026</b>

## **INTRODUCTION**

Acquire Learning College recognises that its staff members are fundamental to its success. To enable all staff to become effective and efficient in their role as quickly as possible, it is essential that all staff new to the College, or the role, receive a timely induction.

Acquire Learning College places critical importance on thorough induction procedures, which make new staff feel welcome, valued and settled in their new role. This then forms the basis from which staff can quickly get up to speed, perform their duties effectively and begin to make a contribution to their team, the department and the College.

### **Scope**

This policy relates to all newly appointed staff and to existing staff members who have taken on a new role within Acquire Learning College. Staff are expected to be proactive in their own induction and ensure that they receive, from appropriate sources, the relevant information and support that enables them to apply themselves to their job and fully contribute to the success of Acquire Learning College.

### **Aims of the policy**

The policy aims to set out the College's approach to Induction and to indicate how appropriate inductions can be provided.

### **The policy encompasses several strands of Induction:**

- 1 Pre-arrival Induction
- 2 College Induction
- 3 Department Induction
- 4 Job Induction
- 5 Co-ordinated Inductions

### **Objectives of Induction**

#### 1. Pre-arrival

Some induction information can be provided in advance of the start date once a candidate has accepted an offer of appointment. This will enable new staff to begin familiarisation with Acquire Learning College.

#### 2. College Level

Acquire Learning College Induction is currently an event held twice per year. New staff should attend the event closest to their start date. The aim is to allow staff to orientate

and understand Acquire Learning College culture so that they can work comfortably and effectively in it.

#### 4. Departmental level

Departmental Induction involves making new staff familiar with how the department operates, the support staff within the department, and how they can operate effectively within it.

#### 5. Job Induction

Induction into the job for which the individual has been employed is an essential part of the induction process. Activities carried out during job induction may be used by managers to document an individual's performance during the first 6 months.

#### 6. Job induction enables the individual to:

- Consolidate their understanding of the duties and responsibilities of the role
- Understand the expectations of them in the form of standards, objectives or a work portfolio set with their line manager
- understand how their work performance will be monitored (including probation and staff appraisal processes)
- Discover the information and support that is available to them, including mentoring and key contacts
- Highlight areas where training and development would be appropriate,
- Apply their skills and knowledge to performing the job and demonstrate that they successfully meet the job requirements.

The specific activities within a job induction will be dependent on the demands of the role and the skills and knowledge that the individual brings with them and will be at the discretion of the line manager.

Job induction activities are likely to take place within the department, team or interdisciplinary group, but some may be provided by colleagues from the Health & Safety, HR & Finance side of the organisation. An assessment of any training and development needs, and how they might be addressed, should be included in the Induction at this point.

Responsibility for induction at Acquire Learning College falls with the line manager, though specific activities may be delegated at the line manager's discretion or within departmental guidelines and practices. It is good practice for individuals and line managers to retain records of completed induction activities.

## 7. Coordinated Inductions

It is important that Acquire Learning College also supports and provides induction to staff who are internally appointed to new roles.

### **Responsibilities**

In line with the staff professional review policy there is a shared responsibility of individuals and line managers for the development of staff at Acquire Learning College and this begins with ensuring that all staff receive an appropriate induction.

All new staff will be expected to be proactive and take ownership of their own induction, which will form the initial stage of their personal and professional development. Individuals will be enabled and supported in doing this throughout the duration of the induction period, beginning at the pre-arrival stage.