# STAFF INDUCTION CHECKLIST

The following checklist of resources and procedures is to be shown to all new employees upon commencement of their employment. This checklist has been designed to ensure that all staff have a thorough understanding of all policies and procedures. It is the responsibility of the Principal or Director of Studies to either carry out the activities listed below or to ensure that they have been completed. Once the induction checklist has been completed, both the new staff member and the Director of Studies or Principal are required to date and sign the bottom portion of this form.

***Note: Upon signing of this induction checklist a copy is to be provided to the staff member and the original signed version kept on the employees' personal file.***

| Tick Boxes on Completion | Item | Staff Member Initial & Date |
|---|---|---|
| **Section 1**<br>☐<br>☐<br>☐<br>☐<br>☐<br>☐ | **Appropriate Documents Issued**:<br><br>Job Description<br>Student Handbook (International)<br>Policy and Procedures Manual<br>Training and Assessment Strategies (TAS)<br>Standards for Registered Training Organisations (RTOs) 2015<br>The ESOS Act and the National Code 2018 | |
| <br><br><br>☐<br><br>☐ | **Compliance**<br><br>Information was provided about:<br><br>**Organisational** structure, lines of responsibility and communication<br><br>**Staff obligations** relating to:<br><br>VET Quality Framework<br><br>ESOS Framework and the National Code 2018<br><br>Std. 6.7 provider's and trainer's obligations under the ESOS framework and potential implications for students.<br>• purpose of the ESOS legislative framework<br>• purpose of CRICOS<br>• purpose of PRISMS<br>• purpose of the 11 Standards in National Code of Practice 2018<br>• ESOS enforcement, sanctions and powers<br>• where and how to access information about the ESOS Act and legislative framework | |

| Tick Boxes on Completion | Item | Staff Member Initial & Date |
|---|---|---|
| | Competency-based training and assessment | |
| | Staff responsibilities for access and equity | |
| | **Course Information** | |
| ☐ | Provide trainer with course guide for courses to be delivered | |
| ☐ | Provide documentation from the relevant Training Package (and TAS): | |
| | Qualification Rules | |
| | Assessment Guidelines | |
| | Competency Units to be taught | |
| ☐ | Assessment Tools | |
| ☐ | Assessment Procedures | |
| ☐ | Evidence of Assessment | |
| ☐ | Student record Format | |
| | **Documentation** | |
| ☐ | Copy of Current Resume | |
| ☐ | Employment Contract | |
| ☐ | Qualifications (including Cert IV in Training and Assessment, with LLN) sighted. | |
| | **SMIC Expectations** | |
| ☐ | Attendance | |
| ☐ | Adherence to the Code of Practice /staff responsibilities | |
| | **Building Tour and Introduction** | |
| ☐ | Given a guided tour of office facilities including kitchen, administration area, WHS, fire equipment, toilets, etc. | |
| ☐ | Provided with demonstration on how the relevant business equipment operates and shown where the stationary, training and assessment resources are kept | |
| ☐ | Given an introduction to all staff and had their roles explained | |
| ☐ | Indicated emergency evacuation procedure and assembly points. | |

**Staff Member:**                                     **SMIC Representative to sign:**

**Name:** _____          **Position:** _____

**Signature:** _____     **Signature** _____

**Date:** _____          **Date:** _____