Induction Procedure

Policy Code: HR961

Table of Contents

Purpose ......................................................................................................................................................... 1
Definitions ...................................................................................................................................................... 1
Actions ........................................................................................................................................................... 2
  Local Induction ....................................................................................................................................... 3
  Occupational Health & Safety Induction .................................................................................................... 3
  Online Corporate Induction ...................................................................................................................... 4
Policy Base .................................................................................................................................................... 4
Associated Documents ................................................................................................................................... 4
Implementation ............................................................................................................................................... 5

Purpose

To outline the processes undertaken to induct new staff members; apprentices/trainees and volunteers undertaking duties for the University and existing staff members who are commencing a new appointment in a new School or Portfolio.

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprentices and trainees</td>
<td>Workers who may be employed by a third party provider on an apprenticeship or traineeship but who carries out duties as an apprentice or trainee with the University.</td>
</tr>
<tr>
<td>Continuing staff member:</td>
<td>A staff member who is employment is other than fixed-term or casual. The contract will have no fixed end date. Continuing employment may be on a full time basis or a fractional part-time basis.</td>
</tr>
<tr>
<td>Casual/sessional staff member:</td>
<td>A staff member who is engaged by the hour and paid on an hourly basis. Payment will include a loading related to specific benefits to which the staff member has no entitlements i.e. sick leave, annual leave etc.</td>
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<tr>
<td>Existing staff member:</td>
<td>A person who holds a current contract of employment with the University.</td>
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<tr>
<td>Fixed-term staff member:</td>
<td>A staff member is employed for a specified term or ascertainable period. The fixed term contract of employment will specify a start and finish date or will specify the circumstances or contingency relating to a specific task or project, upon the occurrence of which the term of the employment shall expire. Fixed-term employment may be on a full time basis or a fractional part-time basis.</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>A staff member of the University has supervisory responsibility for other staff members work.</td>
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<tr>
<td>Local Induction:</td>
<td>Introduction to the local work area where the staff member will be undertaking their daily tasks.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>New staff member:</td>
<td>A person who has not previously been employed by the University and holds a new contract of employment; a person who has previously been employed by the University who has been re-employed following a break in service; or a casual or sessional who has obtained a fixed-term or continuing appointment.</td>
</tr>
<tr>
<td>Occupational Health and Safety Induction:</td>
<td>Introduction to University-wide and local health and safety matters.</td>
</tr>
<tr>
<td>Online Corporate Induction:</td>
<td>Assists staff in settling into FedUni and their new position and environment as soon as possible. The University is also committed to its legal obligation under the Occupational Health and Safety Act, 2004, the Fair Work Act and various Equal Opportunity and Anti-discrimination legislation to ensure employees have adequate information, instruction, training and supervision to work in a safe and healthy manner and understand their obligations to one another.</td>
</tr>
<tr>
<td>Online Workplace Behaviour Training:</td>
<td>Outlines the University’s expectations on behaviours at work and providing information on workplace bullying prevention, discrimination and harassment and child safe matters.</td>
</tr>
<tr>
<td>University Charter and Values:</td>
<td>Details of the University’s purpose and values that will underpin all University activities and planning.</td>
</tr>
<tr>
<td>Volunteers</td>
<td>A person who willingly offers to undertake task or perform a service without pay.</td>
</tr>
</tbody>
</table>

**Actions**

**Continuing/Fixed Term staff:**

All new staff members are required to:

- Complete Local and OHS inductions with their supervisors in the first week of employment;
- Complete Online Corporate Induction within 1 month of commencing work at the University; and
- Complete Online Workplace Behaviour Training.

Academic staff are also required to complete the Academic Learning and Teaching Induction facilitated by the Centre for Learning Innovation and Professional Practice.

Supervisors are responsible for ensuring staff are allocated sufficient time within their workload allocation to participate in, and complete all induction processes.

**All existing staff members:**

Existing staff members commencing a new appointment in another School, Directorate or Portfolio are required to complete the Local Induction and Occupational Health and Safety Inductions. Existing staff may be required to complete the Online Corporate Induction and Workplace Behaviour Training.

**All apprentices and trainees:**

Apprentices and trainees commencing work at the University (including those employed under third-party arrangements) are required to comply with all aspects of this procedure.

**All Volunteers:**
Volunteers are required to complete the Local and OHS inductions parts of this procedure.

**Casual/Sessional staff:**

Casual and sessional staff members are required to complete Local and OHS induction processes. Casual and sessional staff are also required to complete the online workplace behaviour training modules. Casual/sessional academic staff are also required to complete the Academic Learning and Teaching Induction facilitated by the Centre for Learning Innovation and Professional Practice.

Supervisors must return completed checklists to Human Resources.

**Local Induction**

Within the first week of commencing at the University a new staff member or apprentice/trainee or volunteer and their supervisor will complete a Local Induction.

The supervisor will:
- introduce the new staff member, apprentice/trainee or volunteer to colleagues;
- allocate a work space (if applicable);
- ensure access and passwords to the relevant University systems have been granted (if applicable);
- identify local amenities and facilities—e.g. lunch room, bathrooms etc;
- advise of any specific work and break times;
- discuss probation requirements and processes (if applicable); and
- provide any other relevant information.

The Local Induction may vary within each School, Directorate or Portfolio. Supervisors must complete the Local Induction Checklist to ensure the most significant points of the Local Induction are covered.

Any other matters may be discussed at this time and the new staff member/casual/sessional/ apprentice/trainee or volunteer should be given an opportunity to ask questions.

The completed Local Induction Checklist must be signed by the new staff member/casual/sessional/ apprentice/trainee or volunteer and their supervisor and forwarded to Human Resources within ten (10) days of commencement.

**Occupational Health & Safety Induction**

Within in the first week of employment of a new staff member or apprentice/trainee or volunteer and their supervisor will complete the Occupational Health and Safety Induction.

The supervisor will:
- Introduce the new staff member to the Health and Safety Representative and local area First Aid officer;
- Identify the local area emergency assembly points;
- Advise of any specific emergency procedures related to the specific School, Directorate or Portfolio;
- Advise of the process for reporting injuries or hazards; and
- Discuss workstation set up and arrange for an ergonomic assessment to be undertaken with the Risk, Health and Safety Portfolio (if applicable).
The Occupational Health and Safety Induction will vary within each School, Directorate or Portfolio. A checklist is available from the Human Resources website to ensure the most significant points of the Occupational Health and Safety Induction are covered.

Any other matters may be discussed at this time and the new staff member, apprentice/trainee or volunteer should be given an opportunity to ask questions.

The completed Occupational Health and Safety Induction Checklist must be signed by the new staff member or apprentice/trainee or volunteer and their supervisor and forwarded to Human Resources within ten (10) days of commencement.

**Online Corporate Induction**

A new staff member (other than a casual/sessions) or apprentice/trainee will be enrolled in the Online Corporate Induction by Human Resources.

The new staff member or apprentice/trainee will receive an email advising of their enrolment in Online Corporate Induction and the timeline for completion.

Human Resources will maintain records of completed Online Corporate Inductions.

**Online Workplace Behaviour Training**

A new staff member, apprentice or trainee will be enrolled in Online Workplace Behaviour Training.

The new staff member, apprentice or trainee will receive an email advising of their enrolment in Online Workplace Behaviour Training, their log in details and a link to the courses.

Online Workplace Behaviour Training provides information on Preventing and Managing Workplace Bullying, Discrimination and Harassment and Child Safe Standards. The training outlines the University’s expectations with regard to these matters.

Supervisors will be sent a report to advise of any staff member, apprentice or trainee who has not completed the training. Supervisors are required to ensure the staff member, apprentice or trainee completes this training in a timely manner.

Human Resources and Equal Opportunity and Equity will maintain records of completed Online Workplace Behaviour Training.

**Non-Completion**

If the Online Induction and Online Workplace Behaviour Training is not completed within four (4) weeks of commencing employment, supervisors will be advised and required to ensure the staff member, apprentice/trainee completes the induction.

**Policy Base**

- [Induction Policy](#)

**Associated Documents**

[Academic Probation (Higher Education) Policy](#)
Implementation

The **Induction Procedure** will be implemented throughout the University via:

1. an Announcement Notice under 'FedNews' on the 'FedUni’ website and through the University Policy - ‘Recently Approved Documents’ webpage to alert the University-wide community of the approved Procedure;
2. inclusion on the University's online Policy Library; and/or
3. distribution of e-mails to Head of School / Head of Department / University staff.