



STAFF INDUCTION POLICY AND PROCEDURES

1. Purpose

This policy ensures that all staff are properly inducted to be aware of their roles and responsibilities including relevant compliance requirements.

2. Policy Statements

2.1 This policy ensures that all staff are introduced to Camberwell College and are aware of their role and responsibilities when beginning employment with Camberwell College. The induction process is overseen by the Chief Executive Officer, who will ensure the following procedures are followed when a staff member is employed or promoted within the organisation (RTO) in a Management, Administration or Trainer / Assessor role.

2.2 Camberwell College must ensure its staff members who interact directly with overseas students are aware of the college's obligations under the ESOS framework and the potential implications for overseas students arising from the exercise of these obligations.

2.3 Camberwell College ensures its staff are informed of any changes to legislative and regulatory requirements that affect the services delivered.

2.4 Camberwell College must implement this policy and procedure for the induction of its staff including its trainers/ assessors/ teachers.

3. Scope

This policy applies to: All Camberwell College Staff

All staff are made aware of the requirements of this policy through staff induction, regular meetings, staff updates and continuous improvement practices.

4. Procedures

4.1 Staff Orientation Management

- All staff employed by Camberwell College are to undertake the orientation program immediately upon commencement of employment. The orientation is to be undertaken by the General Manager and the management team and all steps are to be clearly explained to the employee.
- The GENERAL MANAGER shall ensure the following steps are undertaken for all staff as part of the Orientation program.
 1. An "Employment contract" is created by the GENERAL MANAGER, accepted and signed by the new employee.
 2. A Staff file is to be created for the new employee containing all information relating to the person's employment within the business, including a Position Description.
 3. All trainers / assessors/ teachers are to also have a staff files created containing all information relating to their ability to train/ teach and assess and for VET trainers/ assessors have a 'Staff Skills Matrix' completed indicating their qualifications and the units they are able to deliver and assess.
 4. GENERAL MANAGER is to ensure an induction program is completed and a Staff Induction Checklist is signed by a new staff member and placed in the Staff file.



5. All trainers / assessors/ teachers/ other staff are to also ensure they have signed the staff induction checklist.

4.2 Staff Induction Checklist

All staff is to be guided through an induction program by the staff member's manager and should be completed within timeframes as indicated within the checklist.

5. Related Standard

This policy/procedure supports 'Standard 8.5' of the 'Standards for Registered Training Organisations (RTOs) 2015, 'Standard 6.7' of the ESOS National Code 2018 and 'Standard 6.8' of the ELICOS Standards 2018.

6. Related Documents/Forms

- Camberwell College Trainer/Assessor Staff Skills Matrix Template
- Staff Professional Development Planning Form
- Staff Induction Checklist