Induction Policy (GC)

Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Induction Policy (GC)
Brief Description	This Policy applies to all new ongoing and casual staff to ensure that all staff members are systematically introduced to their jobs, co-workers and the College and are provided with the information required to success and develop in their new role.
Responsibility	College Director and Principal
Initial Issue Date	18/05/2012
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
13/03/2023	3	Revised as part of ongoing policy review schedule and updated for accuracy and currency; link updated to include newest version of Induction checklist, RASCI & Compliance sections.	Quality and Compliance Manager

Related Documents

Name	Location
Induction Checklist	Document Library

Contents

1   Purpose and Scope

1.1   Introduction

This Induction Policy sets out the approach of Griffith College relating to the introduction of all new and ongoing staff.

1.2   Purpose

The purpose of this Policy is to ensure that all new staff members are systematically introduced to their jobs, co-workers and the College and are provided with the information required to succeed and develop in their new role.

1.3   Scope

This Policy has been prepared in accordance with an Induction Checklist for all new ongoing and casual staff.

2   Policy Statement

All staff members will be able to succeed and develop in their new role by Griffith College:

- welcoming new staff and familiarising them with the College's culture, ethos, community and organisational structure;
- providing information and training to enable new staff to perform the responsibilities of their new role;
- encouraging commitment to the College's Mission, Vision and Values; and
- ensuring that the staff member understands the legal and regulatory environment in which they work.

2.1   Ongoing Staff

Managers are responsible for arranging induction for new employees.

The Induction Checklist is the critical document, which will assist the Manager to gather other induction resources and plan the first few days of a new employee's time at Griffith College. As the new employee undertakes an element of the induction requirements, the staff member that delivers the element is responsible for signing the checklist. Once all elements have been delivered and signed off, the Induction Checklist is kept in the confidential departmental personnel file on H drive.

2.2   Casual Teaching Staff

All new casual teaching staff are required to attend a group induction or individual induction session before commencing their role with Griffith College. All attendees are remunerated for their time. The induction session is facilitated by Griffith College Program Convenors and an Induction Checklist is utilised to ensure that all resources are prepared and critical information has been shared. The Teaching Support site provides ongoing access to induction information, and other support resources.

New teaching staff are mentored in their first trimester of teaching at the College by experienced teachers within their course or discipline. Both parties are remunerated for their time.

3 Responsibilities

Responsibility	CDP	SASM	QCM	AD	DSAS	PC	IM		DMA	All
Maintain currency of policy	A/R		C/S	C/S	C/S		C/S		C/S	I
Understand requirements of the induction process	A	S	S	S	S	S	S		S	R
Supervisors of staff to ensure Induction Checklist is completed during week 1 of employment	A	R	R	R	R	R	R		R	I

CDP = College Director & Principal, SASM = Student & Academic Services Manager, CFM = College Finance Manager, QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, DMA = Director, Marketing & Admissions, IM = IT Manager, All = Staff, PC = Program Convenor

R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed

4 Compliance

4.1 General

The College Director and Principal will ensure staff are informed about this Policy through staff meetings and communications.

4.2 Relevant Legislation

ESOS Act 2000

Foundation Program Standards 2021

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	College Director and Principal	Policy Hub	Permanently with control in place for revisions	Policy Hub archive