



Induction Policy and Procedure

Introduction

All About You – Disability Services is committed to ensuring all new employees, volunteers and contractors are appropriately inducted into the organisation, to facilitate a smooth integration into their role and enable them to become operationally competent in a timely manner.

Induction programs which are well planned, conducted and evaluated will enable new employees to learn about the organisation, its culture and the requirements of their role.

Policy Statement

This Policy applies to the employees who are responsible for implementing the induction program for All About You – Disability Services.

All employees (including contractors, casuals, volunteers and temporary staff) will be inducted into All About You – Disability Services in the manner described in the procedure contained within this policy document.

Responsibilities

It is the responsibility of the Managing Director to ensure that:

- all new employees participate in the induction program;
- an Induction Quick Reference Document (electronic or hard copy) is provided to new employees within the initial Employment Pack email, including information about All About You – Disability Services' policies and procedures;
- the Induction Quick Reference Document is kept up to date with relevant information; and
- the quality of the induction program is maintained.

Procedure

The Managing Director or Support Lead must schedule all new employees to attend an induction meeting on their first day of employment at a meeting point that is convenient for both parties.

An appropriate amount of time and expenditure should be utilised to ensure that all of the required information is communicated to the new employee, such as:

- the Induction Quick Reference Document;

- Work Health & Safety requirements;
- duties to be undertaken;
- working with participants; and
- all Policies and Procedures.

This will ensure that employees can work safely and represent the organisation effectively.

The Managing Director or Support Lead should tailor the induction program to suit the needs of the employee(s) being inducted and provide the appropriate information to the new employee(s).

The Managing Director or Support Lead should assign a “buddy” who will help induct the new employee during the first shift/s with participants. The buddy should provide support, give advice on matters arising, answer questions informally, give practical tips and be involved in giving feedback. This may not be practicable but will be completed in instances that it is practicable.

The Managing Director or Support Lead is responsible for following up on progress and seeking feedback regarding the employee’s induction during the first week and month as indicated on the Induction Checklist (see Appendix A).

The Managing Director or Support Lead should work through the Induction Checklist for each new employee, marking off each item as it is addressed and crossing out those items that do not apply. They should ensure that the new employee and the Managing Director or Support Lead sign the Induction Checklist on completion.

The Managing Director or Support Lead is responsible for ensuring new employees are aware of the NDIS Worker Orientation Module. This is mandatory training required by the National Disability Insurance Scheme and must be completed prior to the employee’s first shift or they will be unable to commence support work. Once the training module has been complete, the employee is required to forward the completion certificate to All About You – Disability Services’ administration as evidence.

Follow Up

The Managing Director or Support Lead should ensure that each employee completes an Induction Evaluation Form within three weeks of commencement of employment with All About You – Disability Services and forward this to admin@allaboutyou.org.au.

APPENDIX A

Induction Checklist



Induction Checklist

Employee name	
Position	
Employment type	
Date of commencement	

Welcome Pack			
Task	Element	Date	Initial
Provide copies of and/or discuss:	All About You – Disability Services Participant Folder		
	Workplace Health & Safety Policy		
	Incident Reporting		
	Other relevant Policies		
	Employment Welcome Pack		
	NDIS Worker Orientation Module		

Introduction			
Task	Element	Date	Initial
Provide an overview of the organisation:	Vision		
	Size		
	Organisational structure		
	Supports and services provided by All About You – Disability Services		

Conditions of employment			
Task	Element	Date	Initial
Provide copies of and/or discuss:	Position description		
	Relationship between this position and other roles within the organisation		
	Leave procedures		
	Remuneration and superannuation		
	Training and development		

Workplace environment			
Task	Element	Date	Initial
Provide overview of local area:	Local shops, services and facilities of note		
	Public transport availability		
	The manner in which All About You – Disability Services operates within the Community		

Buddy system			
Task		Date	Initial
Assign a fellow support worker to act as a 'buddy' on support shifts for the following two weeks:			
Name of buddy:			

Evaluation			
Task		Date	Initial
Provide Induction Evaluation Form for completion within three weeks			

Confirmation of completed induction

Once the checklist has been completed to the satisfaction of the new employee and All About You – Disability Services, both parties should sign this document as confirmation of the successful completion of the induction program.

Employee signature	
Date	
Managing Director / Support Lead signature	
Date	