



## INDUCTION CHECKLIST

**Employees Name: (in full)** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

<b>At Orientation</b>	
	<b>Please Tick</b>
<p><b>The Director of Perth Boat School ensures:</b></p> <ul style="list-style-type: none"> <li>• Staff member is introduced to other staff members</li> <li>• The Staff member is given a tour of the site locating key facilities</li> <li>• The Staff member is given an overview of the administration</li> <li>• Staff member has a copy of the relevant Job Description form, RTO's Code of Practice and the Staff Induction.</li> <li>• Staff member has a copy of the relevant policies and procedures</li> <li>• Staff member is clear about job role and responsibilities and has an outline of immediate activities</li> <li>• All employment documentation has been completed (i.e. tax forms, payroll deductions, bank details)</li> <li>• Staff member understand workplace safety issues and emergency procedures</li> <li>• Staff member has access to the Perth Boat School computer systems</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>Outline of information and where to find:</b></p> <ul style="list-style-type: none"> <li>• Information on training packages, competency-based training and assessment, VET requirements and policies.</li> <li>• Information on courses and legislation which affects registration courses</li> <li>• Fees and charges, cancellation and refund policy</li> <li>• Support role to Trainers</li> <li>• Perth Boat School Code of Practice</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>Director of Perth Boat School provides outline of RPL practices:</b></p> <ul style="list-style-type: none"> <li>• Messages</li> <li>• Contacting Trainers</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Use of Telephone system</li> <li>• Access to Course Co-ordinator and other staff members</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<p><b>Director of Perth Boat School provides outline of Study Environment policies:</b></p>	<input type="checkbox"/>



At Orientation	
	Please Tick
<ul style="list-style-type: none"> <li>• EO</li> <li>• Prevention of Harassment, Vilification and Bullying</li> <li>• Sexual Harassment</li> <li>• Complaint Resolution Procedures</li> <li>• Occupational Health and safety</li> <li>• Accident and Injuries</li> <li>• Security</li> <li>• Privacy and Confidentiality of Client Information</li> <li>• Emergency Procedures</li> <li>• Literacy and Numeracy Support</li> </ul>	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
<p><b>Director of Perth Boat School</b> is to ensure:</p> <ul style="list-style-type: none"> <li>• Staff member can log in to the computer system</li> <li>• Staff member has the appropriate stationery they require</li> <li>• Staff member has appropriate work station equipment</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	
<input type="checkbox"/>	

**The Staff Member is to sign and date each of the sections below to confirm they have read and understood them (this will be completed over a four-week period.)**

Section 1 – Introduction	Signed	Dated
Section 2 – Employment Conditions	Signed	Dated
Section 3 – The RTO	Signed	Dated
Section 4 – The VET Environment	Signed	Dated

**The Staff Member is to sign and date each of the policies and procedures listed below to confirm they have read and understood them (this will be completed over a four-week period.)**

Access and Equity in Training (POL01)	Signed	Dated
Administrative and Records management (POL02)	Signed	Dated
Appeals (POL03)	Signed	Dated
AQTF Audit (POL04)	Signed	Dated



## RTO Staff Induction Checklist F31\_09

Assessment (POL05)	Signed	Dated
Business Planning (POL06)	Signed	Dated
Client information (POL07)	Signed	Dated
Compliance with Commonwealth, State Legislation and regulatory requirements (POL08)	Signed	Dated
Continuous Improvement (POL09)	Signed	Dated
Course Booking (POL10)	Signed	Dated
Customer complaints (POL11)	Signed	Dated
Development of Learning and assessment strategies & Resources (POL0612);	Signed	Dated
Direct supervision (POL13)	Signed	Dated
Enrolment (POL14)	Signed	Dated
Equal opportunity (POL15)	Signed	Dated
Evaluation and feedback (POL16)	Signed	Dated
Financial management (POL17);	Signed	Dated
Flexible delivery (POL18)	Signed	Dated
Induction – Student (POL19);	Signed	Dated
Insurances (POL20);	Signed	Dated
Issue of Certification (POL21);	Signed	Dated
Management of RTO (POL22);	Signed	Dated
Marketing and Advertising (POL23);	Signed	Dated
Moderation and Validation (POL25);	Signed	Dated
Mutual Recognition (POL26);	Signed	Dated
Occupational Safety & Health & Environment (POL27)	Signed	Dated
Partnerships (POL28);	Signed	Dated
Performance evaluation and Professional development (POL29);	Signed	Dated
Privacy (POL30);	Signed	Dated
Recruitment, selection & induction (POL31)	Signed	Dated
Refunds (POL32);	Signed	Dated



## RTO Staff Induction Checklist F31\_09

Risk Management (POL33);	Signed	Dated
Recognition of Prior Learning (POL34);	Signed	Dated
Use of logos (POL35);	Signed	Dated
Version control and document control (POL36)	Signed	Dated

### At the conclusion of induction, the Director ...

Has staff member sign and date Induction Checklist, acknowledging participation in induction and access to Staff Manuals.	
Signs and dates the Induction Checklist.	
Places the signed Induction Checklist on the staff member's file.	

### Acknowledgement of Induction

**I acknowledge my participation in induction and I have access to all Staff Manuals and know how to access it for future reference:**

Staff member's signature:	
Date:	
Director's signature:	
Date:	