



## Staff Induction Policy

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| <b>Policy number</b>              | HR001                              |
| <b>Policy established</b>         | 1 January 2012                     |
| <b>Current Status Version No.</b> | 2.0                                |
| <b>Approved by</b>                | Board of Governors, Academic Board |
| <b>Date of Approval</b>           | 1 August 2014                      |
| <b>Previous versions</b>          | 15 March 2013                      |
| <b>Next Review Date</b>           | 1 August 2017                      |
| <b>Responsible Officer</b>        | CEO                                |

### 1. Purpose

The purpose of this policy is to ensure:

- a) key information relating to IKON's culture, values and policies are clearly communicated and understood.
- b) staff have a clear understanding of the requirements of their job and knowledge of the academic material and related functions required to effectively meet their job requirements

### 2. Scope

This scope of this policy covers the requirements of new staff and/or contractors' induction and orientation at IKON.

### 3. Responsibilities

IKON recognises that successful induction is a shared responsibility between the CEO, the relevant Head of Faculty, the commencing staff member, supported by colleagues in the relevant administration unit or other relevant areas of IKON.

#### 3.1 It is the responsibility of the CEO to:

- Provide a clear induction for all new academic staff prior to commencement of teaching duties and within the first month of appointment
- Inform new staff of all relevant legislation and policies that govern their roles and responsibilities, in particular relevant standards
- Promote IKON's culture and values
- Complete the Staff Induction Checklist

#### 3.2 It is the responsibility of the Head of Faculty to:

- Provide new academic staff with all curriculum materials relevant to their position
- Familiarise new staff with the systems and processes relevant to carry out their duties effectively

3.3 It is the responsibility of the employee to attend all induction programs organised by the CEO and Head of Faculty.

4. **Record keeping and confidentiality**

It is the responsibility of IKON's administration staff to maintain all induction records and staff records, with reference to IKON's Records Management and Personal Information Policy and Procedure.

5. **Publications**

This policy is to be published in relevant documents and made available to staff to ensure staff has access to up to date and accurate information. To be read in conjunction with:

- Staff Induction Checklist
- Relevant Job and Person Specification or Trainer Statement of Work.

**Related Forms/Documents:**

Staff Induction Checklist

Trainer Statement of Work

Job and Person Specification

**Related Policies:**

AD002 Records Management and Personal Information Policy and Procedure