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| **Induction plan checklist (with examples)** | |
| Key questions | Suggestions |
| What is the purpose of the induction programme? | * to set the scene for students * to help the student navigate the rules and expectations of the workplace, the various relationships, protocols, values, and the policies and procedures * to mirror the employer’s usual induction process |
| When will it take place? | * the induction should take place before the student starts their placement – at the latest, on day one or week one of the placement * the provider may want to arrange a pre-induction meeting for the student so they can meet their placement supervisor and team – aspects of this can be done remotely |
| Who plans it? | * the employer, for example, the placement supervisor * employers may have an HR team, learning and development team or site manager that can help plan the induction * providers can make sure that a student’s relative inexperience and potential vulnerability are considered |
| What resources are there? | * induction plan checklist * specific e-learning courses |
| What does it include and how? | * a team meeting * organising job shadowing to help the student get to know the team * specific staff, such as the health and safety manager or data protection officer, could be asked to talk to the student about their roles * a daily work schedule for the upcoming few weeks * working hours and patterns, start and finish times, hybrid working if required, and breaks * the employer’s policies for mobile phone and social media use, uniform and dress codes, sickness and absence procedures, wellbeing support and how to respond to bullying or inappropriate behaviour – this could be in the form of a new starter handbook * health, safety and wellbeing at work, through an e-learning course or handbook * safeguarding policies about remote working, processes, reporting arrangements and mandatory training * information about the premises delivered during a tour of the building, including main access points for entering the building, the layout, emergency exits, toilets, changing rooms and lockers, kitchens, rest rooms and storerooms * information and governance processes delivered through online training or handbook, including, security procedures, confidentiality and privacy (GDPR) * remuneration, including travel allowances and car parking, placement payments and discounts, lunch arrangements, for example, is there a canteen * values, behaviours and expectations * medication/storage of medication * prayer facilities * emergency contact details – give the student a business card/contact details * industry placement agreement * process for making up missed placement hours * what the student must do in case of sickness/domestic emergencies |
| What are the health and safety requirements? | * DBS status (if appropriate) * health and safety officer contact details * safeguarding protocols for remote working * emergency evacuation procedures, for example, fire safety * risk assessment * prohibited areas/activities * safety equipment * hygiene standards * first aid and mental health first aider (MHFA) * accident reporting * manual handling * appropriate workwear/PPE |
| What will the supervisor do? | * explain how supervision will take place and how often * lead the student on their learning journey * explain the core business and how the student’s role fits into the organisation * explains how to approach colleagues and customers * explain where and when to take a break * help the student develop their skills and confidence * monitor the student’s performance and check learning objectives and goals are being met * help the student navigate new experiences and emotions and cope with the workplace environment * share first-hand knowledge and experience * support the student’s learning and discuss future career opportunities, for example, the recruitment and selection process for jobs |