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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
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| 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
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| 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
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| What resources are there? | * induction plan checklist
* specific e-learning courses
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| 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
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| 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
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| 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
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