Checklist: induction

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| **Induction**  |
| Key questions | Suggestions |
| What is the purpose of induction? | * To set the scene for students
* To help them navigate the rules and expectations of the workplace, the different relationships, protocols, values, and priorities
* To mirror the employer’s usual induction process as far as possible
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| When will it take place? | * An induction should take place prior to the student starting their placement. This must be at the latest as soon as the placement starts, day 1 or week 1
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| Who plans it? | * Employers, for example the placement supervisor
* Providers can help make sure that a student’s relative inexperience and potential vulnerability is considered
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| What is in it? | * See [a Day 1 Induction Checklist](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450098066-Day-1-induction-checklist)
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| What does it cover and how? | * A team meeting, tour of the department, job shadowing to enable the student to meet the team
* The employer’s policies for mobile phone and social media use, uniform and dress codes, sickness and absence procedures, wellbeing support, how to respond to bullying or inappropriate behaviour. This could come in the form of a new employee handbook (Example 1)
* Health, safety, and wellbeing at work, through online training or handbook (see next section)
* Safeguarding policies, processes, reporting arrangements and mandatory training, such as through discussion with supervisor or mentor
* Premises including main access points for entering the building, layout, emergency exits, toilets, changing rooms and lockers, food, kitchens and rest rooms, storerooms, delivered through tour of building
* Security procedures, confidentiality, and privacy, through online training or handbook
* Email addresses, IT systems, logins, software packages, from a briefing with IT administrator
* Working hours and patterns including shifts, start and finish times, and breaks, for example through discussion with supervisor
* Remuneration including travel allowances, placement payments and discounts, through discussion with supervisor
* Values, behaviours, and expectations, in a discussion with a supervisor or mentor
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| What are the health and safety requirements? | * Vaccination status and checks
* DBS status
* Health and safety officer contact details
* Emergency evacuation procedures
* Risk assessment
* Prohibited areas / activities
* Safety equipment
* Hygiene standards
* First aid
* Accident reporting
* Lifting and handling
* Hazardous substances
* Cleaning and waste
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| What role does the supervisor play? | * Leads the student on their learning journey
* Explains the core business, how the role fits into the organisation
* Explains how to approach colleagues and patients
* Explains where and when to take a break
* Helps the student to develop their skills and confidence
* Monitors the student’s performance
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| What is the role of the mentor? | * Helps the student to navigate new experiences and emotions and cope with the workplace environment
* Shares first-hand knowledge and experience
* Supports learning
* See guide to [mentoring](https://employers.tlevels.gov.uk/hc/en-gb/articles/4403450120850)
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