

Staff Induction Policy

1.0 Purpose

The purpose of this policy is to ensure that all new employees receive a well-structured induction when they start working for the institute, allowing them to integrate into their roles swiftly and effectively. It also includes onboarding new employees who have been transferred or promoted to new positions.

2.0 Principle

2.1 Information and instruction must be given in a way that is understandable and suitable for the knowledge and skills of the individual employee.

2.2. Training must be designed to ensure that employees can gain the appropriate levels of competence to minimise their exposure to risks arising from the work.

2.3. Employees gain more job satisfaction and are more productive when they can see how their job fits into the organisation and contributes to its goals and targets.

2.4. Employees have a right to information on what the organisation expects of them.

3.0 Procedures

3.1 The Induction Programme

The Management Team will ensure that all new employees are given:

3.1.1. A hard copy induction pack

3.1.2. Local information necessary for the job

3.1.3. Appropriate information, training, and supervision for the job they will be doing

3.2 New work for Existing Employees

The Management Team will assess the standards of competencies required to do the work effectively and safely. They will ensure that employees are given the appropriate training, information and supervision to enable them to acquire these standards of competencies before commencing the work.

4.0 Monitoring

The Service Quality Review Team who will monitor the implementation of this policy include:

Staff Members Involved

CEO

Director of Studies

Staff as appropriate

5.0 Review

This Policy will be reviewed annually by the RCL Senior Management Team.

It may also be reviewed in the case of any substantial change, whichever is earlier.

For advice and support contact the Head of RCL.

Policy Information

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Title	Staff Induction Policy
Document Number	0169/83
Purpose	The Management Team will assess the standards of competencies required to do the work effectively and safely. They will ensure that employees are given the appropriate training, information, and supervision to enable them to acquire these standards of competencies before commencing the work.
Audience	Staff; Director of Studies, CEO
Category	Operational
Next review date	March, 2026

Version Control

Version	Author	Amended by	Date	Comments
1.01	DoS	DGS	26/3/2024	Policy approved by RCL Governance Committee
2.01	DoS	DGS	26/3/2025	Policy approved by RCL Governance Committee