INDUCTION

Information

During your settling in period which could take a few months you will be required to:

- Attend relevant internal training events as determined by your line manager.

- Have a checklist of information you will need to do your job.

- Have monthly formal meetings with your line manager, including an induction sign-off

- Be involved in team meetings

- Be informed of the rules, regulations and standards of Open Awards that you need to know

- Be informed of the kinds of behaviour that is expected and what is unacceptable

Your line manager will explain about:

- The services provided by Open Awards and how we communicate with customers. *See also the Customer Service statement contained in this handbook.*

- Open Awards vision, mission and values – *see also Strategic Plan contained in this handbook.*

- How Open Awards plans to achieve its goals – *see also Operational Plan contained in this handbook.*

- Timescales for induction

An induction programme is provided to give you a general overview of Open Awards and its procedures. Your line manager will review this with you regularly during your first 3 months and agree with you any further training/information you may require.

Induction Programme

NAME:	START DATE:

Details		Line Manager to agree dates and when completed employee to sign and date	
	First Day	**Date**	**Signed**
New starter details	Director of Finance and Resources (DFR)		
Bank details			
Pay date & Pay slip			
Pension			
Contract of employment			
Probationary period			
Confidentiality Agreement			
Register of Interest			
Medical Questionnaire			
Introduction to Staff Handbook & HR Works for Open Awards Policies and Procedures and Annual leave booking system – discuss	DFR		
Premises, Opening hours, breaks, security & alarm, car parking	DFR		
	First Day	**Date**	**Signed**
Computer Access:	ICT		
Network login/access – username & password			
Email address			
Use of /email/sharing diary/Quartz login.			
Directory structure scanning folder & share-point			
Support ticket system for ICT issues or requests			
Telephone usage (hosted telephone system)			
Photocopier / scanning / printing codes			

Equipment and Access Agreements e.g. Laptop, mobile phone, Access agreements.			
ICT Usage Policy and Security	ICT		
	First Day	**Date**	**Signed**
Job role & responsibilities	Line Manager		
Code of Conduct			
Risk Assessment – COVID 19			
Go through on-job induction schedule			
	First Week	**Date**	**Signed**
Health & Safety Induction (checklist) Health & Wellbeing Policy Statement (includes Smoking policy)	DFR		
Social Media	Marketing		
Email footer	Marketing		
Website	Marketing		
Attendance record sheet - explain	Line Manager		
Expenses policy and car mileage – discuss	Line Manager		
Data Protection	Line Manager		
Overview of Open Awards – products and services	Line Manager		
Vision, Mission and Values statement	Line Manager		
Introduction to Open Awards Staff – team structure	Line Manager		
Customer service statement	Line Manager		
Open Awards Website navigation	Line Manager		
Using Quartz database and Quartz portal – overview Document naming/storage in Quartz	ICT / CST		
Line manager will draw up and agree individual on job training schedule	Line Manager		
	After First Week	**Date**	**Signed**
Discuss policies (A-Z) in preparation for induction sign off and arrange training if required.	Line Manager		

I confirm I have completed the above induction programme and have read and understood the Open Awards policies contained in the Staff Handbook.

Employee signature	Date:

Further training/information required:	Training to be provided by:	Date of training	Training completed (sign and date)

This form should be completed and returned to the Director of Finance and Resources by the Line Manager within 3 months of employee start date.