Induction Policy

- **Purpose of this Policy**
  1.1 Education Centre of Australia Pty Ltd (‘ECA’) realises the importance of induction to assist new workplace participants to settle into the workplace and to inform new workplace participants about ECA and ECA’s policies.
  1.2 The purpose of this Induction Policy is to outline the Induction process that all new employees of ECA will participate in on commencement of employment.

- **Commencement of Policy**
  1.3 This Policy will commence from 1/01/2014. It replaces all other Induction Policies of ECA (whether written or not).

- **Application of the Policy**
  1.4 This Induction Policy applies to employees, agents and contractors (including temporary contractors) of ECA, collectively referred to in this Induction Policy as ‘workplace participants’.
  1.5 This Induction Policy does not form part of any employee’s contract of employment. Nor does it form part of any other workplace participant’s contract for services.

- **The induction process**
  1.6 The Induction process will typically comprise 2 phases. Phase 1 involves completion of relevant paperwork such as payroll details etc. Phase 2 involves a face to face induction session that covers a range of topics about ECA.

- **Phase 1 - paperwork**
  1.7 Phase 1 of ECA’s induction process involves new workplace participants completing necessary paperwork, to ensure the new workplace participant can be established on ECA’s database.
  1.8 This phase should occur on the first day of the workplace participant’s employment/engagement.
  1.9 The paperwork includes completing:
    a) an employment declaration form;
    b) contact details;
    c) details of banking information;
    d) superannuation documentation;
    e) tax file number declaration.
    f) Employee Details Form
    g) Tax File Declaration Form
Phase 2 - induction session

1.10 The second phase of ECA’s induction involves an induction session which is typically conducted by the Operations Director.

1.11 The sessions are run on a needs-basis, however a new workplace participant should typically be required to attend an induction session within 2 weeks of commencing work with ECA.

1.12 The induction session will typically cover:

a) A brief history of ECA;

b) A general outline of ECA and the future directions of the business including an outline of the various units/departments in the organisation;

c) quality procedures;

d) a training session on EEO, discrimination and harassment in the workplace;

e) occupational health and safety, including the emergency evacuation procedure, workers compensation, Location of First Aid Officers and Kits;

f) telephone protocol and appropriate use of voicemail;

h) an outline of ECA’s computer network system;

i) a general overview of policies with more detail on certain policies including:

j) Intranet Policies for Work Health & Safety

1.13 At the end of the induction process, new workplace participants are required to sign a form confirming their attendance at the induction session and their understanding of the various issues covered in the induction session.

Introduction to staff/mentoring

1.14 The new workplace participant’s Supervisor is responsible for ensuring the new workplace participant is introduced to other workplace participants.

1.15 New workplace participants should, wherever possible, be allocated a mentor to assist with transition into ECA’s business. The mentor should also acquaint the new workplace participants with the day to day operations of the workplace including work breaks and facilities available.

1.16 A mentor should aim to make the new workplace participant feel welcome and assist their transition into their new environment. A mentor may also impart professional and practical experience to the new recruit as part of the induction process.
• **Induction information kit**

1.17 A new workplace participant may be given an induction information kit comprising of:

a) Phone list;
b) Policies of ECA;
c) ECA Business Plan;
d) Statement of Firm Values;
e) Reference Guides to applicable computer programs and phone system;
f) Maps/guides to workplace area;
g) Induction evaluation form.

**Variations**

_ECA reserves the right to vary, replace or terminate this policy from time to time._

**Policy version and revision information**

Policy Authorised by: David Tulloh  
Original issue: 1/01/2014

Title: Operations Director

Policy Maintained by: David Tulloh  
Current version: 1

Title: Operations Director

Review date: 1/01/2015

**Workplace participant acknowledgement**

_I acknowledge:_

_receiving the ECA Policy;_

_that I will comply with the Policy; and_

_that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment._

Your name: 

Signed: 

Date:  

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