

Staff Development & Training Framework Element 2: Induction

1. Introduction

This Policy is part of the Staff Development & Training Framework which is made up of a number of elements which together encompass all formal policy, procedure and statement documents, including associated forms, relating to staff development & training in Abertay University.

If you would like this document in a different format (e.g. large print, braille) or need any assistance to access or understand the policy/procedure please contact your School/Service designated HR Partner.

2. Purpose and Scope

This policy applies to all employees.

3. Staff Development & Training

The Staff Development & Training Framework is made up of a number of elements which together encompass all formal policy, procedure and statement documents, including associated forms, relating to the training and development processes of Abertay University Dundee (the "University"), this includes:

Element 1 Management of Staff Development & Training

Element 2 Induction – Corporate, Local and Onboarding

Element 3 Performance Management

Element 4 Probation

If you have difficulty at any stage of this Staff Development & Training Framework because of a disability and/or because English is not your first language, you should discuss your situation with the School/Service designated HR Partner as soon as possible.

4. Induction

Induction is an extremely important and beneficial development activity as it introduces new employees to how things are done within the specific School/Service within which they will work, and across the University as a whole.

An effective induction programme provides key information for new members of staff and helps them to feel comfortable and confident within their new workplace, or their new role if they have moved within the University.

Potential benefits of good induction also include:

- Increase in personal motivation of new employees

- Helps get people up to speed more quickly
- Creates a supportive team spirit
- Generates trust and confidence
- Increases new employee retention rates
- Increases understanding of what to do and how to do it
- Minimises breaches of procedures and/or formal regulations
- Motivates those involved in the induction
- Demonstrates that the University is professional and supportive
- Provides a positive for advertising and recruiting new people
- Protects the University against legal claims and potentially serious breaches of legislation

4.1 Corporate Induction

All new employees to the University are required to undertake the following:

- Attend the Corporate Induction event run by Human Resources Heads of School/Service should ensure new employees attend the first available Corporate Induction event after the date of starting employment with the University.
- Successfully complete the e-learning module on Equality & Diversity in the Workplace within a six month period of starting work at the University.

4.2 Local Induction

It is the responsibility of the Heads of School/Service to ensure new employees meet the Corporate Induction requirements. In addition, an induction programme must be available at a local level for all new employees. As with all other staff development and training undertaken, activities in relation to maintaining awareness of issues should be recorded.

An induction programme should include elements appropriate to the individual School/Service, to the University, to the specific role held by the new employee, and to the environment and/or practices within which the new employee will work.

Examples of induction activities include:

Security	- What to do in an emergency (fire, critical incident, etc.) - Department security, reporting actual/potential incidents - Storage of personal belongings
Health and Well-being	- What to do in case of an accident and/or emergency - Provide relevant information on First Aiders
Health & Safety	- Procedures related to the role and/or department - Control of Substances Hazardous to Health (COSHH) - Use and care of equipment, machinery, etc.
Policies & Procedures	- Awareness of relevant documentation

Each Head of School/Service, and subsequent Line Managers, have a managerial responsibility to ensure that the staff they are responsible for maintain an appropriate awareness of and work within the policies and procedures of the University.

New employees have an individual responsibility to ensure that they maintain an appropriate awareness of and work within the policies and procedures of the University.

- Location of information
(i.e. Web/Portal, School/Service Staff Handbook, etc.)

Employment (HR)

Schools/Services should ensure access to the University Web/Portal pages to ensure access to relevant documentation.

- Awareness of the University's commitment to:
...Equality & Diversity
...Dignity & Respect at Work
...Staff Development & Training, and in particular to the performance management system (PATHWAYS)

Document Information

Author	Human Resources
Equality Impact Assessment	Human Resources
Approved by	University Court
Approval date(s)	01 March 2012
Review by	31 March 2016
Version	V20111215
Document Type	Framework, Policy, Procedure
Activity/Task	Staff Development & Training
Keywords	
Document Location	This document is available via the HR Web/Portal pages. It should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.
Confidentiality	Available via the HR Web/Portal
Source	Z:\HR\H2-Policies-&Procedures\2-2Approved\2-2-7

Version Control Table

Version No.	Purpose / Changes	Author	Date