

## Checklist – Induct, Train and Develop

Tick when complete	Tasks	Templates provided
<input type="checkbox"/>	Design your own induction process and checklist.	Yes
<input type="checkbox"/>	Ensure all essential policies and procedures are available for a new employee to read when they do their induction.	Yes
<input type="checkbox"/>	Start a training needs analysis (TNA) for your employees – this can be updated throughout employment.	Yes
<input type="checkbox"/>	Update the team training plan to check if other employees need similar types of training.	Yes

## Fact Sheet – Training Terms

This fact sheet describes commonly referred to training terms. Sources for further information on the Internet are also provided.

Term	Description
<b>Apprentice</b>	This often refers to the 'traditional' training undergone by a person in a trade (e.g. motor mechanic, cook, hairdresser, builder). However, much of the same administration and training delivery is the same in most occupations.
	For more information see: <a href="http://www.education.tas.gov.au/vet/employers/apprenticeships">http://www.education.tas.gov.au/vet/employers/apprenticeships</a> <a href="http://www.education.tas.gov.au/vet/employers/apprenticeships/types">http://www.education.tas.gov.au/vet/employers/apprenticeships/types</a>
<b>AQF</b>	The Australian Qualifications Framework defines all nationally recognised qualifications in post-compulsory education. Essentially, it identifies the level at which qualifications are 'pitched'. Qualifications range from Certificate I level (prevocational level) through to Advanced Diplomas (managerial level).
	For more information see: <a href="http://www.training.com.au">http://www.training.com.au</a>
<b>AQTF</b>	The Australian Quality Training Framework provides the quality standards by which RTOs operate.
	For more information see: <a href="http://www.training.com.au">http://www.training.com.au</a>
<b>Australian Apprenticeships Centre (AAC)</b>	AACs administer training agreements and the payment of training incentives on behalf of the State training authority. The AAC also provides support and advice during the term of training. AACs assist with: <ul style="list-style-type: none"> <li>• Information on traineeships and apprenticeships</li> <li>• Information on training incentives that may be available to you and your trainee/apprentice</li> <li>• Concerns with difficulties or complaints regarding the training relationship between you and the trainee/apprentice or the training provider</li> <li>• The required paperwork and administration.</li> </ul>
	For more information see: <a href="http://www.education.tas.gov.au/vet/employers/apprenticeships/recruiting_an_apprenticetrainee/aacs">http://www.education.tas.gov.au/vet/employers/apprenticeships/recruiting_an_apprenticetrainee/aacs</a> <a href="http://www.australianapprenticeships.gov.au">http://www.australianapprenticeships.gov.au</a>
<b>Australian Apprenticeships</b>	This is the umbrella term given to traineeships and apprenticeships.
	For more information see: <a href="http://www.australianapprenticeships.gov.au">http://www.australianapprenticeships.gov.au</a>
<b>Contract of Training</b>	A multi-party, legally binding agreement between the individual (trainee) and the employer. These include (but are not limited to): <ul style="list-style-type: none"> <li>• The provision by employers of a certain amount of training time and support to the trainee</li> <li>• The provision by training organisation of recognised accredited training from a training package</li> <li>• The trainee engaging in a training activity with a view to completing within a certain time frame</li> <li>• The employer agreeing to provide work for the period of the traineeship.</li> </ul>
	For more information see: <a href="http://www.education.tas.gov.au/vet/students/apprenticeships/contract">http://www.education.tas.gov.au/vet/students/apprenticeships/contract</a>
<b>DEST</b>	The Department of Employment, Science and Training is the Australian Government department that looks after and develops policy for the education, training and science sectors.
	For more information see: <a href="http://www.dest.gov.au/">http://www.dest.gov.au/</a>

## Fact Sheet – Training Terms continued

<b>Industry Skills Councils</b>	ISCs provide information to State and Federal governments on training needs of industries. They also have input into the development of industry training packages.
<p>For more information see:  <a href="http://www.training.com.au/portal/site/public/menuitem.c936723673dca888a392e51017a62dbc">http://www.training.com.au/portal/site/public/menuitem.c936723673dca888a392e51017a62dbc</a></p>	
<b>Part-time trainee</b>	A part-time trainee works a minimum of 20 hours per week. The Training Agreement period may be longer to reflect the nature of employment.
<p>For more information see:  <a href="http://www.education.tas.gov.au/vet/employers/apprenticeships">http://www.education.tas.gov.au/vet/employers/apprenticeships</a>  <a href="http://www.education.tas.gov.au/vet/employers/apprenticeships/types">http://www.education.tas.gov.au/vet/employers/apprenticeships/types</a></p>	
<b>Registered Training Organisation</b>	RTOs are regulated by a national set of standards against which they are audited regularly. RTOs can be public (e.g. TAFE) or privately-run organisations. Private providers are no less able to deliver training than public providers as the registration process is the same.
<p>For more information see:  <a href="http://www.education.tas.gov.au/vet/employers/rtos">http://www.education.tas.gov.au/vet/employers/rtos</a>  <a href="http://www.ntis.gov.au">http://www.ntis.gov.au</a>  <a href="http://www.training.com.au">http://www.training.com.au</a></p>	
<b>School-based trainee</b>	<p>While still at school, an individual can work in your business for a limited number of hours per week. The trainee is an employee and is required to have all associated benefits of being an employee (e.g. wages, workers compensation).</p> <p>The individual can work in your business under a Training Agreement for approximately two years. While you may need to provide flexibility to accommodate their normal schooling, training time undertaken at school is not paid for by the employer.</p>
<p>For more information see:  <a href="http://www.education.tas.gov.au/vet/employers/working_with_schools_and_colleges2/school-based_traineeships">http://www.education.tas.gov.au/vet/employers/working_with_schools_and_colleges2/school-based_traineeships</a></p>	
<b>TQA</b>	The Tasmanian Qualifications Authority is a State-based authority that gives advice to the Government on qualifications in Tasmania. It also regulates the delivery of VET in this State. This means that the TQA is responsible for registering, auditing and regulating RTOs and their behaviour in Tasmania.
<p>For more information see:  <a href="http://www.tqa.tas.gov.au">http://www.tqa.tas.gov.au</a></p>	
<b>Training</b>	The process of providing opportunity for people to gain skills (competencies) and knowledge to do a job. Training is often deemed to be relatively short term and is mostly practically focused in that it aims to develop skills to actually do something.
<p>For more information see:  <a href="http://www.training.com.au">http://www.training.com.au</a></p>	
<b>Training package</b>	<p>Training packages provide the rules by which people are assessed to receive qualifications. They are developed with the input of trainers, industry skills councils and industry representatives and aim to provide a framework to determine what each occupation does and the way in which people are assessed as being able to perform those duties.</p> <p>These packages are recognised nationally and form the basis of training and assessment for registered training organisations to follow when issuing statements of attainment and qualifications.</p>
<p>For more information see:  <a href="http://www.training.com.au">http://www.training.com.au</a></p>	

## Template – Policy documents

Policy documents help to prevent misunderstandings within a business. While you don't have to regulate everything your employees do, it's useful to have policies that describe any topics that may be complicated or cause confusion.

Policy documents should be kept as simple as possible, while describing all the things you want your employees to know and do. They should be included in the business's employee handbook or with the induction materials.

### **(Title of policy)**

Aim of this policy

Description of exactly what is expected of employees

Unacceptable actions

Disciplinary action

Employee statement

I acknowledge receipt of and understanding of this policy. The policy is effective until further notice.

Employee's signature:

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Employee's name:

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Date:

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**Office use only**

Policy approved by:

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Date:

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## Template – Training needs analysis (TNA)

The TNA can be a useful tool during the performance appraisal process. A manager can discuss with an employee the areas of improvement required and the steps they can take to develop the required skills and training for them to achieve goals.

It is important to look carefully at the people within your business and establish what sort of training or experience they may need to fill current and future roles. When you identify skills gaps through this type of analysis you can work out what training to deliver now, and what development will be required in the future. This plan can be filed in an individual's personal file so it can be reviewed at formal performance evaluations.

Major tasks of position	Training/skills development required?		If yes, identify what training needs exist	How will this be achieved? (e.g. on the job, external training)	When?	Who to organise? Training provider?
	Y	N				

What do we want to achieve in the period ahead?

Where can you/we see your career moving in the next two years?

How are we going to make this happen?

What will you need from the company to assist you to reach your career goals?



## Template – Induction checklist

This is a sample induction checklist. You can change it to suit your business's requirements; it should include all the things a new employee needs to know. You could keep a copy of the completed induction form in the employee's personal file.

Employee's name:

Task	Explain element	Date	Initial
Contract of employment	<input type="checkbox"/> Job classification		
	<input type="checkbox"/> Award/EBA/AWA		
	<input type="checkbox"/> Employment status		
	<input type="checkbox"/> Job description		
	<input type="checkbox"/> Probationary period		
	<input type="checkbox"/> Leave		
	<input type="checkbox"/> Pay rates		
		Other:	
Hours of work and rosters	<input type="checkbox"/> When rosters are available		
	<input type="checkbox"/> Where to apply for time off		
	<input type="checkbox"/> Where rosters are posted		
Standards and procedures documents	<input type="checkbox"/> Where they are located		
Company policies	<input type="checkbox"/> Smoking		
	<input type="checkbox"/> Uniform		
	<input type="checkbox"/> Reporting absences		
	<input type="checkbox"/> Drug and alcohol policies		
	<input type="checkbox"/> Disciplinary and grievance procedures		
	<input type="checkbox"/> Personal visits, telephone calls etc.		
	<input type="checkbox"/> Parking		
	Other:		
EEO and harassment policies	<input type="checkbox"/> Copy sighted and available		
OH&S and rehabilitation policy	<input type="checkbox"/> Copy sighted and available		

## Template – Induction checklist continued

Task	Explain element	Date	Initial
OH&S hazards – training given/ scheduled (N/A?)	<input type="checkbox"/> Equipment		
	<input type="checkbox"/> Chemical		
	<input type="checkbox"/> Environmental		
	<input type="checkbox"/> Manual handling		
Emergency procedures	<input type="checkbox"/> Who to contact in an emergency		
	<input type="checkbox"/> First aid stations and officers		
	<input type="checkbox"/> Evacuation procedures and muster points		
Tour of workplace	<input type="checkbox"/> Toilets and facilities		
	<input type="checkbox"/> Outlets		
	<input type="checkbox"/> Back-of-house areas		
	<input type="checkbox"/> Front-of-house areas		
	<input type="checkbox"/> Grounds		
Introductions	<input type="checkbox"/> Colleagues		
	<input type="checkbox"/> Supervisors		
	<input type="checkbox"/> Management		
	<input type="checkbox"/> Other areas		
Paperwork	<input type="checkbox"/> Tax declaration		
	<input type="checkbox"/> Superannuation		
	<input type="checkbox"/> Employee detail form		
	<input type="checkbox"/> Union membership		
	<input type="checkbox"/> Bank account details		

Other:

Induction conducted by:

Date of induction:

Employee's signature: