

Induction Procedure

October 2015

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and electronic format.

Ask Student Services for details.

www.perth.uhi.ac.uk

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Induction Procedure

1 Purpose

- 1.1 To ensure that all new post holders receive a full and effective induction to the organisation and their job role.

2 Scope

- 2.1 This procedure is relevant to all new staff and post holders. The term "new staff" refers to staff who have joined Perth College UHI and to current staff who have changed post.

3 Definitions

- 3.1 **Mandatory training.** This is training that all staff and post holders **MUST** undertake. The Human Resources (HR) Department monitor this and issue reminders as necessary to ensure compliance.

Currently, the training modules that are Mandatory are listed in Appendix 5.

4 Responsibilities

- 4.1 The Vice Principal, HR and Communications is responsible for implementing, reviewing and updating this procedure.
- 4.2 All Line Managers are responsible for implementing this procedure.
- 4.3 All staff are responsible for engaging with this procedure, and completing all mandatory training.
- 4.4 Quality approval check of the procedure is the responsibility of the Head of Quality - who will arrange for the procedure to be posted on the web.

5 Procedure

5.1 Week 1

- 5.1.1 On day one, the line manager and the new start/post holder shall begin to work through the **Induction Checklist – General (Appendix 1)**. Lecturers shall also begin working through the **Lecturer Induction Checklist (Appendix 2)**.

The employee/post holder will be directed to the online Induction Folder/Toolkit, which will contain **General Induction Guidance (Appendix 5)**. This will give an overview of the process, with background explaining why this is an important process for new staff/post holders.

- 5.1.2 The line manager will introduce the new start/post holder to their **Induction Buddy** – a nominated colleague who will provide support and assistance to the new start to ease them into the new role or environment.

Lecturing staff will be introduced to their nominated Learning and Teaching Leader.

- 5.1.3 The line manager must list the policies and procedures that the new start/post holder must understand in **Record of Relevant Policies and Procedures (Appendix 3)** and agree with the new start/post holder when these must be read and understood by. The Induction Buddy will have a valuable role in ensuring understanding of local operating procedures and practices.

5.2 Week 2

- 5.2.1 The line manager shall meet with the new start/post holder for the first probationary period review meeting and complete the **First Meeting Action Plan**. The line manager shall consider the training required for the new staff member/post holder. Any training needs identified will be recorded by the line manager on the First Meeting Action Plan found in the Probationary Procedure, and recorded and actioned through the 'Development Needs' section of CIPHRNet.
- 5.2.2 The line manager shall contact the Training and Development Co-ordinator to ascertain the available dates for the training required or check the 'Internal College Event' section in CIPHRNet, and the new start/post holder will book onto the training through CIPHRNet.
- 5.2.3 The line manager shall arrange to cover the new start/post holder's work for these dates/events, as appropriate.
- 5.2.4 The line manager shall set one-to-one meeting dates for the next 3 to 4 months with the new start/post holder. These one-to-one meetings will cover issues, concerns and actions relating to the employee's induction and probationary period.

5.3 Month 2

- 5.3.1 The line manager and the new start/post holder shall continue to work through the Induction Checklists and Probationary Period First Meeting Action Plan.
- 5.3.2 The staff member shall continue to participate in one-to-one meetings.
- 5.3.3 The staff member shall complete all of the Mandatory Training, in so far as is practically possible. Line Managers shall ensure that any Mandatory Training not completed by the end of month 2 is scheduled in for completion as soon as possible, and in any case before the second review meeting.

5.4 Month 3 to 6

- 5.4.1 Around Month 4, the second review meeting under the Probationary Procedure shall be held.

This is the meeting at which the line manager and the new start/post holder shall ensure that all the induction actions have been completed and signed off.

For lecturers, in advance of the review meeting, the line manager shall arrange a peer teaching review with a Learning and Teaching Leader (refer to guidance notes on teaching observation and the Teaching Observation Form in the Probationary Procedure).

5.4.2 The line manager and the new start/post holder shall ensure that all the required training has been completed. If there are training events still outstanding this will be noted on the Second Meeting Action Plan of the Probationary Procedure, and actioned through CIPHRNet or the Training and Development Co-ordinator.

5.4.3 Mid-way through Month 5, the final assessment meeting under the Probationary Procedure shall take place.

All checklists and records under this Induction Procedure must be complete or timetabled for completion and discussed at the final assessment meeting.

For lecturers, the line manager shall carry out a teaching review in advance of the final assessment meeting (refer to guidance notes on teaching observation and the Teaching Observation Form in the Probationary Procedure).

5.4.4 Line Managers must ensure that all staff complete the General Induction Checklist (Appendix 1) and the Record of Relevant Policies and Procedures Checklist (Appendix 3) within the 6 month probationary period and that all paperwork is sent to the HR Department.

5.5 Evaluation of Induction

5.5.1 The new start/post holder shall complete the **Induction Evaluation Form (Appendix 4)** and send this to the HR Department.

6 Linked Policies/Related Documents

6.1 This Induction Procedure is to be read in conjunction with the Probationary Procedure and the Peer Review/Observation of Teaching guidelines within it.

Induction Checklist – General (Appendix 1)

Name	
Post Title	
Department	

	✓
Location of office, desk and other equipment.	
Location of toilets.	
Where to get a coffee/food.	
Location of fire exits and fire assembly points.	
Location of first aid room.	
Location of the Quiet Rooms in Goodlyburn and Brahan	
Induction Buddy (and Learning and Teaching Leader for lecturing staff) appointed.	
Met with manager.	
Met (some or most of) colleagues.	
Got an ID badge.	
Got computer access and e-mail account and access to PerthNet.	
Got telephone set-up and access to Voicemail account.	
Know where to park – and know how to pay parking charges.	
Know about the Managed Smoking Environment on campus.	
Supplied P45 and any other papers to HR.	
Discussed job description and role with manager.	
Directed to online Induction Folder/Toolkit by manager.	
Manager explained Probationary Procedure and timescales for action.	
Manager explained Induction Procedure, checklists and records of policies etc.	
Claiming travel and other expenses.	
Stationery/stock.	
Building and security – signing in after hours.	
Your area's business and operational plans.	
The College's strategy.	
Communication and consultation within the College – including TUs.	
Team meetings/College Blog.	
Familiar with CIPHRNet for personal record, time off, and CPD requests.	
For lecturing staff only – met with Learning and Teaching Leader.	
For lecturing staff only – teaching observation of experienced lecturer.	
For lecturing staff only – date set for 3-month peer review of teaching by Learning and Teaching Leader and 5-month teaching observation by manager – (refer to guidance notes on teaching observation and Teaching Observation Form in Probationary Procedure).	
For lecturing staff only – completed 'Teaching at Perth' workshops	
All Mandatory Training Completed.	
Review discussion with Manager on progress through checklists and policies/procedures (generic and specific).	
When all checklists completed arrange to sign-off and return paperwork to HR.	
Please use this space as a record of other induction activities:	

Employee Signature _____ Date _____

Manager Signature _____ Date _____

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Academic and Research Staff who Teach Induction Checklist (Appendix 2)

Name	
Post Title	
Department	

It is **essential** that our academic and research staff who teach, including hourly paid teaching staff (but not Leisure lecturers or Work-Based Assessors), complete this Induction Checklist during their induction/probationary period. Progress will be discussed at probationary period review meetings.

Where prior experience is claimed, details should be provided. A summary of understanding of the College context should be provided. Any actions arising from this checklist are to be recorded on the New Start Action Plan within the Probationary Procedure.

You may find your nominated Learning and Teaching Leader to be a valuable source of information and advice as you complete this checklist. The Head of Quality will advise on items on the Quality Systems section.

Topic	Details of Relevant Prior Experience	College Context Explained
Learning and Teaching		
Learning, Teaching and Assessment (LTA) Strategy Overview		
Awarding Body Requirements		
Master Folder System		
Teaching Plan		
Assessment Plan		
Lesson Plan		

Processing and Monitoring Attendance		
Monitoring Progress		
Assessment Judgement and Feedback		
Plagiarism		
Processing Results		
Equality Requirements		
Class Discipline, Timekeeping, Mobiles, Assessment, Progress etc		
Continuous Professional Development (CPD), Probationary Period, Learning and Teaching Leader		

Quality Systems		
Quality Manual and Key Systems Including Self Evaluation and Course Reports		
IV Processes		
Progression Boards		
Course Committee Meetings		
Evaluation of Learning and Teaching		
Teaching Qualifications		

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Access to Resources and ICT		
Learning and Information Services (LIS) Systems and Access		
Virtual Learning Environment (VLE) – Blackboard		
Interactive Whiteboard		
Access to Rooms/ CELCAT/Keys		
IT Booking and HelpDesk		
Reprographics and Desk-Top Publishing (DTP)		
Learning Technologies Centre		
Access to Resources, Stationery etc		
Copyright		

Student Support and Communication

Personal Academic Tutor Remit and Support Structure		
Student Services Systems and Support		
Study Skills Support and Extended Learning Support		
Curriculum Specific Health and Safety		
Course Team Meetings – Frequency and Agenda		
UHI General		
UHI Specific to Operating Area		

Please use this space for any other comments relevant to the Lecturer Induction Checklist.

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Employee Signature _____ Date _____

Manager Signature _____ Date _____

Record of Relevant Policies and Procedures (Appendix 3)

Name	
Post Title	
Department	

This checklist should be completed in discussion with your manager. By placing a tick ✓ against the relevant policy or procedure title you are confirming that you have read and understood the document or process.

	✓
Health and Safety Policy	
Fire and Emergency Evacuation Procedure	
Adverse Weather Conditions Procedure	
Managed Smoking Environment	
Equality-Policies and Action Plans:	
Extended Learning Support Policy and Procedure	
Equality Report and Mainstreaming Plan	
Overview of Equality Outcomes	
Equality and Diversity Policy	
Equal Pay Statement/Policy	
Safeguarding Policy and Procedure: Protecting Children, Young People, Adults at Risk and Staff	
Protecting Vulnerable Groups Scheme Policy and Procedure	
Recruitment of Ex-Offenders Policy	
ICT Acceptable Use Policy	
E-Safety Policy	
Data Protection Policy and Guidance	
Fraud Prevention Policy and Response Plan	
Anti-Bribery Policy	
Risk Management Policy	
Malpractice and Maladministration Policy	
Probationary Policy and Procedure	
CPD Strategy, Policy and Procedures	
Managing Sickness Absence Procedure	
Grievance Procedures	
Disciplinary Procedure	
Dignity in the College - Anti-Bullying and Harassment Policy and Procedure	
The College's Strategic Plan and key aims	
Whistleblowing Policy and Procedure	

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Please use the space below to record other key policies/procedures for your specific job role.	

When accessing this list of policies and procedures, you should identify and familiarise yourself with any other policies and procedures on the College website (under 'About Us') that are relevant to your particular role/area.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

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Induction Process Evaluation Form (Appendix 4)

We hope that you have now settled well into your role with the College and have found the induction process beneficial. Having been through the induction process – the induction session, the Mandatory Training and the Checklists – we now invite you to give us feedback on the effectiveness and value of our Induction Procedure. Your views are important in helping us shape future induction information and processes.

We would therefore be grateful if you could take a few minutes to complete this questionnaire and return this to Linda Lamont, Training and Development Co-ordinator.

Please indicate yes or no as appropriate and use the space provided to expand your answers if required.

Name	
Post Title	
Department	

	Yes	No
Were you directed to the online Induction Folder/Toolkit? If yes, when did this happen and how often did/do you refer to this?		
Overall, did you find the information in the Induction Folder/Toolkit relevant and useful? Any comment on the value of the online Induction pack?		
Did you find the Induction materials and Checklists useful? Any comment on the value of these materials and Checklists?		
Overall, did the Checklists cover everything you needed to know as you started in your new role?		
Did your Manager work through/discuss the Checklists with you?		
Was an Induction Buddy nominated for you?		
Did you find the Induction Buddy of assistance?		

<p>Did you attend the formal Induction Session?</p> <p>If yes, how useful did you find this session?</p> <p>If no, why did you not attend?</p>		
<p>Did you undertake and complete all Mandatory training?</p> <p>How useful did you find the mandatory training modules?</p> <p>If they were not useful, please describe why they were not.</p>		
<p>Overall, do you feel that the induction process has been useful in helping you settle in your new role?</p>		
<p>What else could we have done to help you settle into your new role?</p>		
<p>Any other comments?</p>		

Signature _____ Date _____

Thank you for taking the time to complete this form. Please return completed forms to Linda Lamont, Training and Development Co-ordinator.

General Induction Guidance – (Appendix 5)

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Message from the Principal – Margaret Munckton

Welcome to Perth College UHI! I hope you will enjoy being part of our vibrant, progressive organisation.

As part of our commitment to being an employer of choice, we have in place a strong induction process, providing a positive foundation for your future with the College. I hope you find this induction information useful and relevant in helping you settle into your new role over the first few weeks and months.

I look forward to welcoming you on board at the formal induction session.

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About Perth College UHI

Perth College UHI is a vibrant organisation, providing further, higher and leisure education opportunities with a focus on excellence. Our main campus is on Crieff Road, Perth, with community-based learning centres in Blairgowrie, Crieff, Kinross, and Perth city centre. Our courses are delivered full-time, part-time, flexibly and through open and distance learning. We are part of the University of the Highlands and Islands, Scotland's newest university.

We have 5 curriculum areas:

- Business, Management, Computing and Leisure
- Engineering, Science and Technology
- Creative Industries
- Health, Education and Social Sciences
- Skills for Life, Learning and Employment

Key to supporting the business of the College are a number of departments: Student Services, Finance, Student Records, Quality, Human Resources and Communication, Marketing, Learning and Information Services, Learning and Teaching and Estates. Internationally, the College is promoted through our international development and student recruitment services. In addition, we are home to one specialist research and teaching centres, our Centre for Mountain Studies.

Perth College UHI as an Employer of Choice

Our focus on excellence extends to our Human Resources practices. We are committed to providing modern employment practices which promote equality, respect diversity, support individuals and make the best use of our talented workforce. We want Perth College UHI to be a place where people want to do great work.

We recognise 2 Trade Unions – the EIS-FELA for lecturing staff and UNISON for our support staff. Terms and conditions for all staff except College and Senior Management are agreed through a process of collective bargaining. Individual contract arrangements apply for College and Senior Management.

As an employer of choice, we offer our staff:

- Competitive salary levels.
- Generous annual leave allocation.
- Occupational sick pay scheme (subject to qualifying service and conditions) which provides periods of full pay and half pay during sickness absence.
- Excellent learning and development opportunities.
- Access to occupational health and welfare support services.
- Modern employment practices including comprehensive health and safety provisions, equal opportunities policies and flexible working procedures.
- We are an Investor in People and Positive About Disabled People.



- Access to the Local Government Pension Scheme or Scottish Teachers Superannuation Scheme, dependent on role. We are committed to activities which promote Healthy Working Lives.
- We offer childcare vouchers and cycle to work schemes giving tax benefits.

In return, we expect our staff to contribute to excellence through team spirit, customer service, quality, enthusiasm and commitment.

Induction Process and Probationary Periods

As part of our commitment to being a good employer we have in place a strong induction process, linked to probationary periods. Your offer letter and written statement of terms and conditions (contract of employment) will confirm the application of a probationary period – this will normally be a 6 month period, commencing from your date of appointment.

To help you settle into your new role and to help you understand how your role fits into the College structure and contributes to our goals, we have a comprehensive induction process which requires your participation in:

- **Regular discussions with your line manager** to ensure you are clear about your role, your team, and the policies and procedures that apply.
- Using your **appointed 'buddy'** to help you settle in.
- **Attendance at a formal College Induction Day**, giving you information on the College history, aims, funding, structure and ambitions.
- **Completion of all mandatory training** during your first 2 months. For lecturing staff, including fixed term/part-time lecturing staff, **completion of Perth College UHI 'Teaching at Perth' workshops, completion of Lecturer Induction Checklist** and **participation in a structured approach to continuing professional development**.
- Leisure Tutors will be required to attend an Induction Session which incorporates elements of **'Teaching at Perth'** and best practice.

You will also be given details of the online **Induction Folder/Toolkit** which contains 'starting point' information, such as information on our equality schemes, our health and safety policy, and our policy in relation to the safeguarding of children, young people and adults at risk. You and your line manager should agree and work through the Checklists and action plans in the Induction folder to ensure that you know what information you need and where to find it. It is hoped that this folder will become an essential information source for you over the next few months.

Discussions on **induction checklists and action plans** and completion of Mandatory Training will also inform the review discussions that are a normal part of our Probationary Procedure. The purpose of the probationary period is to ensure that the performance of all new members of staff is monitored regularly, issues emerging are resolved at an early stage, learning is supported and experience, and knowledge and capability to perform effectively in the role are developed in a systematic way.

There are 3 stages to the probationary process: first review meeting, second review meeting, and final assessment. They are described in more detail in the Probation Procedure. – Perhaps one of your early actions should be to make sure you have a copy of

this and that there is a date set for your first meeting (ideally within 2 weeks of your appointment) with your line manager!

Your First Weeks and Months at Perth College UHI

In any job, the first few days can be daunting so it's vital we get you off to the best possible start and make sure you know the basics – where things are, what you do...

To help you with this, in addition to meeting with your manager and getting to meet (or at least put faces to names) of your colleagues, your manager will appoint an **Induction Buddy** – someone to help you learn the ropes.

In the appendices to this document, you will find a number of **Checklists** for completion in discussion with your manager. These checklists link directly to the review meetings and action plans under the probationary period procedures. Lecturing staff **must** ensure completion of the **Lecturer Induction Checklist** within the 6-month probationary period.

Managers must ensure that all staff complete the General Induction Checklist and Record of Relevant Policies and Procedure Checklist within the 6 month probationary period and that all paperwork is sent to the HR Department.

Gathering the Information You Need

The online Induction Folder is a 'starter for 10' and there will be numerous other documents you require to source, read and apply in your role. In discussion with your manager you will need to complete the **Record of Relevant Policies and Procedures** for your own area and role. Progress is checked and understanding confirmed during the probationary period review discussions.

The College Intranet (PerthNet) is an excellent source of cross-College material and your buddy can help you access PerthNet – there is guidance on using PerthNet in the online Induction Folder.

Cross-College policies and procedures are published on the College website so they can be accessed by internal and external readers.

In addition, there is a VLE learning unit: 'Induction to UHI', which is available for all staff in the Staff Development Area of Blackboard. You can access Blackboard via PerthNet or via the UHI website.

Training During Your Induction and Probationary Period

Information on the Staff Training and Development Programme, including information on the **Mandatory Training**, can be found on the HR and CPD site of PerthNet and CIPHRNet.

You are required to undertake (not necessarily in the order given):

- Formal Induction Session.
- Health and Safety, including Fire Awareness.
- Diversity in the Workplace.
- Safeguarding (of Children and Vulnerable Adults).
- Bullying and Harassment
- Stress Management for All Staff
- Equality Impact Assessment
- Freedom of Information
- Data Protection.
- 'Teaching at Perth' workshops (for **all** lecturing staff)
- Training in Perth College UHI's *Prevent* Duty as a Specified Authority detailed in The [Counter-Terrorism and Security Act 2015](#) with regard to the need to prevent people from being drawn into terrorism.

Although not mandatory, you may wish to attend training on:

- Professional Review Scheme.
- Other topics of interest in the varied programme.

The College hosts 3 Staff Conference Days (In-Service days) each academic year and as far as is reasonably possible within your working pattern, you will be required to attend these days. If you are part-time/fixed term (hourly paid), your manager will arrange to meet with you to disseminate information from the Staff Conference Day as necessary.

To highlight necessary training and to ensure necessary action, the **First Meeting Action Plan** under the Probationary Procedure is to be completed in discussion with your manager, recorded and actioned through the 'Development Needs' section of CIPHRNet, and progress checked at probationary period review meetings.

Next Steps...

We hope that as you work through the induction Checklists and the Probationary Period New Start Action Plan, you will gain a greater understanding of how Perth College UHI works, what we do and why, and how your role is a vital part of that.

We hope you have a successful and enjoyable first few months with Perth College UHI and we look forward to confirming your employment post-probationary period. Please do make the most of the learning opportunities over the next few months to get great foundations in place. We believe that the College has a lot to offer its staff and we hope you will grow with us year on year.

Please remember to give your feedback on your induction process by completing the **Induction Evaluation Form**.