

LOCAL INDUCTION

Rhondda Cynon Taf is committed to ensuring that all new employees or those new to a role receive a comprehensive Induction. This checklist is designed to be used in conjunction with your service specific induction, the Corporate Welcome and E induction as a tool for both managers and new recruits to:

- Track the delivery of an employees induction programme/plan led by the line manager
- Track the completion of the induction programme/ plan by the employee
- Provide a baseline of information to begin the personal development planning process, which will be undertaken jointly by both the manager and employee.

All the areas listed on the checklist (part 1) must be covered in the induction programme as a minimum even where service areas have their own induction processes in place. This checklist is intended to compliment service specific induction and a blank sheet has been attached for your completion should you wish to use (part 2). In addition a further list is attached and it is strongly advised that this list is also completed within the first month of commencement in post (part 3).

The induction checklist must be completed within the first week of start date and those areas highlighted in bold must be completed on the first day.

On completion of this checklist, both manager and employee must sign confirming that the induction checklist has been completed and relevant information understood fully by the employee. A copy must be sent to Human Resources to be placed on the personal file.

Employees Name	
Division	
Group	
Managers name	
Nominated Person (if different from manager)	
Date of Commencement in current post	

MANDATORY INDUCTION CHECKLIST

<u>Health & Safety</u>		
	Date completed	Comments
Signing in/out procedure explained (including any local arrangements in relation to safety)		
Procedure for assessing building explained		
Emergency Contact form completed		
Identity Card/Security pass issued (where applicable)		
Fire Alarm/Evacuation procedures and location of assembly point and fire extinguishers explained		
Accident Reporting Procedure, location and completion of accident book explained		
Nominated First Aider and location of First Aid box/equipment		
COSHH procedures explained (where applicable)		
Lone Working procedures explained (where applicable) Policy available on Inform		
Display Screen Equipment procedure (where applicable)		
<u>Personal Information</u>		
Introduction to immediate team members		
Location of kitchen/canteen/toilets/tea & coffee facilities		
Location of fax machine/photocopier		
Site layout explained and tour carried out (where applicable)		
Salary/wages explained		
Annual Leave entitlement explained and card issued		

Flexi Leave procedure explained (where applicable)		
Shift/Work rota explained (where applicable)		
Office hours/cover explained (where applicable)		
Procedure for claiming expenses/mileage explained and licence and insurance documents checked (if applicable)		
Probation period explained and date of review		
Appropriate use of mobile phones and office phones explained		
Car parking facilities explained (if applicable)		
Suitable clothing for work, (dependent on service area) explained (Issue of clothing/uniform where appropriate)		
Allocation of work related equipment (e.g. workstation, PC. Tools, Personal Protective Equipment)		
Allocation of immediate work plan (if appropriate)		
Occupational Health Units role (counselling, physiotherapy)		
<u>Organisational Policies</u> <u>All the policies and procedures that relate to these categories can be found on the Inform on the Human Resources section – where you do not have access to Inform, your manager will provide you with a copy.</u>		
Internet Email Acceptable Use Policy (where applicable)		
Sickness Reporting Procedure/Policy		
Leave of Absence		
Discipline Procedure & Rules Including Code of Conduct		
Grievance Procedure		

Equality & Diversity Policy		
Smoking in the Workplace Policy		
Capability Procedure/Policy		
Drug Misuse at Work Policy		
Anti Fraud and Corruption Policy		
Gifts and Hospitality Policy		
Workplace Stress Policy		
Complaints Procedures explained		
Training, Learning and Development Policy		
Welsh Language Scheme procedure and individual responsibilities explained (if applicable)		
Child Protection and Vulnerable Adults responsibilities explained		
Financial Regulations explained (where applicable)		
Dignity at Work Policy		
Data protection Act – RCT Website		
Freedom of Information Act/ Information Security Policy – RCT Website		
Confidentiality – see service specific guidelines		
GCSxAUP and Personal Commitment Statement signed		
Internet Acceptable Usage Policy		
Human Resources Information Security Standards		
RCT information Security Policy		
Baseline Security Standard		
Security Awareness and Safe Handling of Restricted data training completed		
Performance Plus briefly explained		

Any further actions

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This document must be signed and dated within 1 week of

commencement and only when the Induction list is complete and the employee is satisfied that they have understood each component of their induction. The employee and line manager should then retain a copy, and a copy returned to Human Resources.

Signed Employee: _____

Date:_____

Signed Nominated Person: _____

Date:_____

Signed Manager: _____

Date:_____

**Please return to: Human Resources,
 Ty Elai, Dinas Isaf
 Williamstown
 Tonypanyd, CF40 1NY**

YOUR SERVICE SPECIFIC INDUCTION

Please feel free to use this blank sheet to schedule any further components of induction relevant to your service area.

Topic	Date Completed	Comments

ADDITIONAL GUIDANCE

Below is a list of further areas, which will aid with the Induction process. In line with best practice these areas should be addressed within the first month of commencement.

Topic	Date completed	Comments
Community Plan explained		
Organisational History		
Departmental/ Team Structure		
Workflow – What the team actual does		
How the department works & relates to other departments		
Job Description & how employees post fits into the department		
Expectations/standards/current priorities		

Who's who in the team, their roles and responsibilities		
Initial training need identified		
Set up meetings with key contacts		
Nominate "buddy"		
Visits to other key sites/locations		
Reporting , communications and management structures		
Terminology, jargon, glossary, definitions of local terms		
Customer service standards		

Any comments/follow up actions

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It is advised that Part 3 of this document should be signed and dated within 1 month of commencement and only when the Induction check list is complete and the employee is satisfied that they have understood each component of their induction. The employee and line manager should then retain a copy, and a copy returned to Human Resources.

Signed Employee: _____

Date:_____

Signed Nominated Person: _____

Date:_____

Signed Manager:_____

Date: _____

Please return to:

Human Resources, Ty Elai, Dinas Isaf Industrial Estate, Porth, CF40 1NY