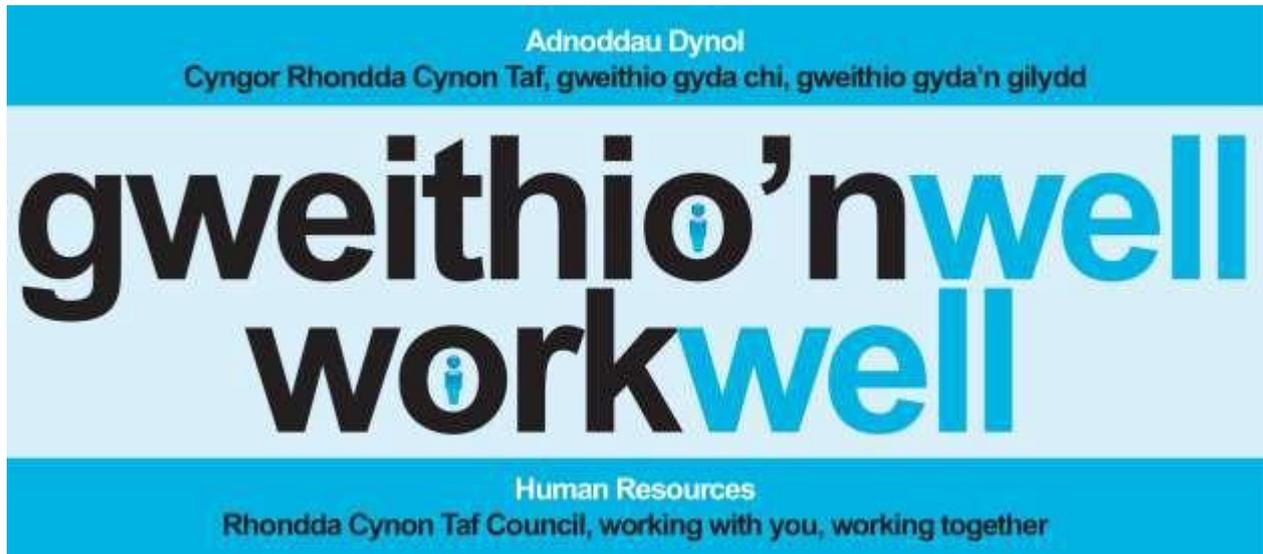


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Induction Policy

This document is available in Welsh, please see Polisi Ymsefydlu

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Purpose

This policy provides a structured framework to support the induction of new employees, managers, and existing staff members who are transitioning into significantly different roles within the Council. It is designed to ensure that all individuals are welcomed, informed, and equipped to succeed in their positions from the outset.

The induction process plays a vital role in helping employees understand the Council's values, expectations, and operational practices. It also supports their integration into the workplace culture, promotes engagement, and contributes to long-term performance and retention.

This policy outlines the Council's approach to induction, complements existing local induction practices, and provides guidance on delivering consistent and effective onboarding experiences. It ensures that all employees receive the necessary information, training, and support to perform confidently and competently in their roles.

To promote inclusivity and accessibility, all information provided through this policy and associated e-learning modules is available bilingually. Employees are encouraged to engage with the content in either Welsh or English, according to their personal preference.

Policy Statement:

Induction is a key process that enables new employees to acclimatise to their role and working environment. A well-structured induction programme ensures that employees receive the necessary information and support to integrate effectively into their team and the wider organisation.

Recognising that starting a new role can be a significant transition, a comprehensive induction helps to reduce uncertainty, build confidence, and promote early engagement. The programme should be informative yet manageable, avoiding information overload while focusing on essential aspects of the role and workplace culture.

The benefits of a good Induction

- Accelerates employee effectiveness, reducing the time it takes for new starters to contribute meaningfully.
- Supports employee retention and engagement, fostering a sense of belonging and commitment.
- Introduces the organisation's culture, values, and expected behaviours, helping employees align with our mission and ethos.
- Provides clarity on the role and its contribution to the wider organisational goals, enabling employees to see the "bigger picture."
- Initiates the journey of continuous personal and professional development, encouraging growth from day one.
- Demonstrates our commitment to inclusion and diversity, reinforcing that we value all individuals and their unique perspectives.
- Promotes open communication and collaborative working, laying the foundation for strong team dynamics.

- Establishes clear objectives and learning outcomes, particularly during the probation period, ensuring expectations are understood and progress is monitored.

Key Points

- All induction programmes must be completed within six months of the employee's start date.
- The induction process is a shared responsibility between the manager and the employee. Both parties are accountable for ensuring the induction is completed within the required timeframe.
- Managers should ensure the induction is delivered in a manner that reflects the employee's individual learning needs. Adequate time and support must be provided to enable successful completion.
- Supporting Resources: The 'Manager's Induction Checklist' are provided to support the induction process.

The Council has developed Induction material titled "Hello to ... Induction - Introduction to Local Government". This is designed to provide structured support, essential information, and practical guidance to both employees and managers throughout the first six months of employment. The induction material is delivered through face-to-face sessions, e-Learning modules and written materials which are undertaken via the RCT Source.

Access to the RCT Source:

- The RCT Source is a user-friendly, web-based platform accessible from any device, including tablets, smartphones, laptops, and desktop computers, whether at home or in the workplace.
- All employees require an RCT Source account to access essential resources. Accounts are automatically generated when employees are added to the iTrent system. Once created, employees will receive an email with instructions for accessing their account.
- Managers are encouraged to allocate appropriate work time for employees to complete induction activities via RCT Source.
- The Council recognises that some employees may need additional support to navigate web-based systems. Managers are expected to

provide assistance and ensure their team members can access and complete required activities.

- For additional support, employees and managers can contact the **People Development Team** at: pdt@rctcbc.gov.uk.

The RCT Source is designed to support employees by providing access to key organisational resources, including Council policies and mandatory e-learning modules. It plays a vital role in the induction process, ensuring that employees are equipped with the knowledge and tools needed to integrate effectively into their roles.

By offering flexible access and comprehensive content, The RCT Source helps streamline onboarding and supports continuous learning. Managers play an important role in facilitating access and ensuring employees are confident in using the platform. Where additional support is needed, the People Development Team is available to provide guidance and assistance.

Induction Framework:

Overview

The Council's induction programme is structured to ensure that every new employee receives the information, support, and guidance needed to integrate successfully into their role and the wider organisation.

Welcome to the Council:

The first stage of your Induction journey is to introduce you to how the Council operates. In this stage, you will book to attend a Corporate Induction event which will provide you with an opportunity to meet with a range of colleagues from across the Council including trade unions, HR colleagues, Occupational Health etc.

You will also complete a short eLearning module on Local Government in Wales. At the discretion of your line manager, additional components may be added to your Induction in line with your job requirements.

Key Policies and Procedures:

This stage of your Induction looks at the key policies, processes and procedures you need to be aware of in the Council. This will introduce you to what is expected of you as well as what arrangements are in place to support you.

This stage includes completing your Induction Checklist with your line manager as part of your Local Induction.

Mandatory Learning:

This stage of your Induction includes mandatory e-learning modules:
Keeping People Safe

Diversity and Inclusion Programme
Welsh Language Standards – Compliance Awareness

For staff with an rctcbc.gov.uk email address:

Data Protection Training
Cyber Ninjas – Cyber Security

Contact Directory:

This stage of your Induction provides you with the contact details for a host of key contacts across the authority.

Whether you have a query about your payslip, need to log an ICT issue or want to get a document translated, you'll find the relevant contact details here.

Go and Explore:

As you approach the end of your Corporate Induction, this stage offers additional guidance on areas you may wish to explore further.

These resources are designed to provide a more comprehensive understanding of the Authority and the opportunities available to you.

Responsibilities

Overview

It is the responsibility of the line manager to ensure that the induction process is comprehensive, effective, and completed in full. All new employees must complete the required induction activities within six months of starting their role.

Employee Responsibilities

New employees are expected to:

- Actively engage with the induction process
- Complete all assigned induction activities as outlined by their line manager and induction programme, in a timely manner
- Apply the knowledge and skills acquired during induction to their role
- Maintain accurate records of their induction activities as part of their personal and professional development
- Complete and sign the Induction Checklist
- Book and attend the Corporate Induction event within six months of starting their role

- Raise any concerns or issues related to their induction with their line manager promptly

Manager Responsibilities

Line managers are responsible for:

- Planning and delivering a structured induction programme, ensuring information is provided at a manageable pace
- Using the Manager's Induction Checklist to guide the induction process
- Clearly communicating the probationary period during the local induction
- Monitoring the employee's performance, attendance, conduct, and overall effectiveness throughout the probationary period
- Conducting regular probation reviews and providing appropriate support, guidance, and training
- Checking in regularly with the employee to assess progress and address any concerns
- Ensuring the employee books and attends the Corporate Induction event
- Reviewing probationary performance, signing off the probation period, and submitting the probation report forms
- Scheduling ongoing one-to-one meetings and performance reviews

Completion Timeline

All elements of the induction process must be completed within **six months** of the employee's start date.

Full completion of the induction is a mandatory requirement for successful probation sign-off and must be verified before authorisation.

Probation Sign Off

Overview

All newly appointed employees are contractually subject to a six-month probationary period. This applies universally, including individuals joining from other Local Authorities.

The 'Hello To ... The Council' should commence immediately following the employees' appointment. It is essential that employees are clearly informed at

the outset about expectations during their probation, including:

- Required job outputs
- Induction process
- Standards of performance, behaviour, and conduct

Managers are responsible for developing a tailored induction programme. A copy of the Managers Induction Checklist is below to support you. Completion of the Induction programme is a critical component of the probation sign-off process. Final confirmation of appointment is contingent upon the satisfactory completion of the probationary period.

Conclusion

An effective induction programme plays a vital role in helping new and transitioning employees integrate smoothly into the workplace. By providing the right support and information from the outset, employees can settle into their roles more quickly, leading to improved confidence, engagement, and performance at an earlier stage.

For more information, please refer to the resources available on The **RCT Source** or contact the People Development Team at pdt@rctcbc.gov.uk.

Manager's Induction Checklist

Purpose

Rhondda Cynon Taf Council is dedicated to providing every new employee with a thorough Induction. This guide and checklist are designed to complement the [Corporate Induction Programme and Local Induction Plan](#) and as a tool for both managers and new employees to track progress ensuring a smooth Induction.

This document should be read alongside the [Induction Policy](#) and the resources available on the [Induction area of The RCT Source](#), which provide full guidance, templates and expectations for all new starters.

Benefits:

- ✓ Track the delivery of an employee's 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.
- ✓ Introduction into our wellbeing services
- ✓ Provide a talking point around reasonable adjustments and support packages.

Things to remember:

- ✓ All Inductions are to be completed within 6 months of employment start date.
- ✓ The forms are best completed with Manager and Employee and must form part of the Induction.
- ✓ Forms are signed of at the end of the meeting.

Manager/Employee Details

Employee Name	
Pronouns: She/Her - He/Him - They/Them <i>Correct use of pronouns is key to helping all staff feel included at work. It can reassure trans and gender non-conforming colleagues that they are welcome and included in your organisation.</i> <i>Here are some tips on using pronouns:</i> <ul style="list-style-type: none">• If you're not sure what a colleague's pronouns are, ask them or listen to what pronouns the employee uses. You can also use gender neutral pronouns to refer to someone you've not had contact with yet or simply refer to them by their name.• Use a colleague's correct pronouns or form of address once you're aware of them. <i>If you make a mistake when referring to a colleague, apologise, correct yourself and move on.</i>	
Job Title:	
Team:	

Manager's Name:	
Date commenced in role:	

1. Manager's Checklist

Integration into your team helps to ensure new starters settle into their teams, connect with the right people and have a positive experience.

Welcome & Orientation	✓
Welcome meeting and overview of the induction plan	
Introduction to the role and key expectations	
Introduction to immediate team members	
Overview of team structure and responsibilities	
Workplace/site tour (where applicable)	
Fire evacuation procedure and assembly point explained	
Signing in/out procedures and local security arrangements	
Building access procedures (e.g., key fob issued)	
Systems Access & Setup	✓
Email and login details provided	
ICT equipment issued (laptop, phone, etc.)	
RCT Source access confirmed	
Mandatory learning explained and booked	
iTrent access (employee view) confirmed	
Workplace Facilities & Practical Information	✓
Location of kitchen, toilets, meeting rooms	
Use of office equipment (printers, photocopiers, shared devices)	
Car parking arrangements (if applicable)	
Hybrid working arrangements explained	
Flexitime or rota arrangements explained (if applicable)	
Employment Information	✓
Salary, pay dates, and payslip access explained	
Annual leave entitlement and how to request leave	
Emergency contact details updated on iTrent	
ID card/security pass issued (if applicable)	
Wellbeing & Support	✓
Overview of Vivup (Employee Assistance Programme)	
Overview of Your Care wellbeing platform	
Wellbeing booklet shared	
Staff Wellbeing Helpline explained	
Discussion of adjustments or accessibility needs	
Overview of staying connected (Inform, newsletter, staff Facebook, LinkedIn)	
Policies & Procedures (All Staff)	✓
Code of Conduct	
Equality & Diversity Policy	
Dignity at Work Policy	
Health & Safety basics	
Data Protection	
Safeguarding	
Internet & Email Acceptable Use	
Welsh Language Standards	

2. Your Health and Wellbeing

The foundation of your wellbeing starts with you and self-care, which is vital in maintaining your wellbeing.

This section provides interventions that can support you when required and ways to keep informed.

VIVUP

Vivup is a confidential Employee assisted programme (EAP) which supports your health and wellbeing at work and home. It is available 24/7/365 and free of charge.

Access impartial confidential advice from qualified counsellors for a range of issues.

- Resources include:
- Telephone helpline
- Debt and financial advice
- Downloadable self-help workbooks
- Podcast, blogs and more

Vivup can be found on your desktop or visit the Health, and Wellbeing section on RCT Source



Wellbeing Booklet



Designed to show you ways of supporting yourself as an individual and how you are able to access support through the Council.

Your Care

is RCT's wellbeing services which is tailored by you to help learn how to thrive through healthy living; boost mental and physical wellbeing and stay healthy for longer.

Create an account and then:

- take the assessments
- discover your risk factors
- review your goals
- track your health balance

Your Care can be found on your desktop or visit the Health, and Wellbeing section on The RCT Source.



Let's Talk



The Let's Talk ... series is about raising awareness and sharing information and advice on a range of different topics.

Its aim is to give everyone a chance who joins the sessions to ask questions and share experiences which are fully confidential.

Staff Wellbeing Helpline

The helpline acts as a gateway to a range of support services including self-help guides that you can access from home.



Call: **01443 424100** or

Email: wellbeinghelpline@rctcbc.gov.uk

Adjustments and Changes

If you would like to talk about how you work best, and changes that we may be able to make to support you in your role, please speak to your line manager.

(This could be things like a chair with armrests, larger keyboard, screen reader or a set of headphones.)



“Staying connected to what is going on within wider teams across the council can have a positive impact on your wellbeing. Below is a list of ways to keep up to date and stay connected”

Inform

inform is a directory for staff at RCT council. Here you will find links to internal job vacancies, news bulletins, information on events/training and the people finder tool box which may be useful to help you connect with people across the Council.

INFORM
FOR STAFF OF RHONDDA CYNON TAF

Staff Newsletter

Keep in touch with whats going on at RCT council. A monthly read of good news stories and events taking place across the authority.. The newsletter can be found on Inform and iTrent ESS.



RCT Staff Facebook Page



Join the RCT Facebook page to keep in touch with colleagues and find out what is going on at RCT Council.

<https://www.facebook.com/groups/rctcouncilstaff>

LinkedIn

Follow our LinkedIn page here:

[LinkedIn](#)



Notes and record keeping



3. The benefits

As an employee of the Council there are several money-saving initiatives from Staff Benefits, The Local Government Pension Scheme, Trade Unions and our Staff Networks.

Pension Scheme

- You are contractually enrolled onto the LGPS on your first day of service but can opt out or in at any time.
- The LPGA is a valuable part of your reward package and provides pension benefits for you and your family. Set up an on-line account at www.mypensiononline.rctpensions.org.uk
- Pensions from previous employment can also be transferred across HOWEVER, this needs to be completed within 12-months of the start date.
- For more information, contact the Pensions team at pensions@rctcbc.gov.uk or call 01443 680611.



Trade Unions

- You will have the opportunity to join one of our Trade Unions to include GMB, Unison and Unite.
- For more information visit The RCT Source.

Staff Networks

RCT Staff networks are forever growing. Currently we have 5 staff networks, these are:

- LGBTQIA+ Perthyn
- Allies
- Spotlight
- Disability & Carers Network
- ND – Neurodiverse



If you would like more information on each of the networks and the work that is involved, please contact the Diversity and Inclusion team: equality@rctcbc.gov.uk

RCT Staff Benefits

The RCT Staff Benefits Scheme is where you will find all the Council's salary sacrifice benefits together with discounts on 100s of top brands. Simply register by going to www.rctstaffbenefits.co.uk and register using your staff number and Scheme ID number **7282**. You can use a personal or work email to set up your account.



Schemes include:

- Lifestyle Savings
- Be Saving app
- Tusker – Car Benefit Scheme
- Cycle2Work
- Let's Connect – Home and Phone Technology
- Financial Wellbeing
- Benefits of Employment – Leisure for Life; Dragon Savers; Shared Cost AVCs

Notes and additional Information



4. Your responsibilities

As an employee of the Council, you have the responsibility to familiarise yourself with policy and procedures that are relevant to your workplace and are vital in providing you with an understanding of the expectations and responsibilities you have within your role.

Organisational Policies

All the policies and procedures in relation to this section can be found on The RCT Source <https://rct.learningpool.com>

Please discuss with your manager if you do not have an account set up

Policy	✓
Human Resources - Employee Relations	
Absence Management	
Leave of Absence	
Discipline Procedure and Rules to include, Code of Conduct	
Grievance Procedure	
Complaints Procedure explained	
Whistleblowing	
HR Basic Rules	
Health & Safety – for more information contact HealthandSafetyTeam@rctcbc.gov.uk	
Incident and Accident Reporting Procedures	
COSHH procedures explained (where applicable)	
Lone Working procedures explained. (Where applicable). Policy available on The RCT Source	
Display Screen Equipment procedure (where applicable) DSE	
Allocation of work-related equipment (e.g., workstation, PC, Laptop, tools, Personal Protective Equipment),	
Smoking/Vaping in the Workplace Policy	
Fire policy and e-Learning module	
Diversity & Inclusion – equality@rctcbc.gov.uk	
Dignity at Work Policy	
Equality and Diversity Policy	
Reasonable Adjustments Scheme	
Organisational Development contacts: Occupational Health & Wellbeing Unit OHUQueries@rctcbc.gov Workforce Development Team -hrperformancereview@rctcbc.gov.uk Employment Education & Training Team – eett@rctcbc.gov.uk People Development Team – pdt@rctcbc.gov.uk and thesource@rctcbc.gov.uk	
Training, Learning and Development Policy	
Individual Performance Review (managers and staff)	
Workplace Stress Policy	
Role of the Occupational Health unit	
Other Policies to be referred to (where applicable)	
Financial Regulations explained (where applicable)	
Internet/Email Acceptable Use Police (where applicable)	
Welsh Language Standards and individual responsibilities explained	
Safeguarding Policy	

Professional / Regulatory policies/codes of conduct (where applicable)

Social Care Wales Code of Professional Practice for Social Care

All the areas on the checklist (section 1) must be covered in the Induction programme as a minimum even where service areas have their own Induction process in place.

To avoid duplication, service areas must tailor their Induction programme.

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
Council Plans explained along with Department and Team Structure	
Role Expectations	
Wider Team Role and Responsibilities	
Management Structure	

Mandatory Learning – Via The RCT Source

Training	Date
Keeping People Safe	
Diversity and Inclusion Programme	
Welsh Language – Compliance awareness	
Introduction to Local Government (New Starters)	
Staff with 'rctcbc.gov.uk' email address are also required to complete:	
Data Protection Training	
Cyber Ninjas – Cyber Security	

121/Performance review

<u>Date</u>	<u>Time</u>	<u>Venue</u>

Training Needs Identified

There may be mandatory training as part of the role (example: manual handling)
Please list items here.



It is advised this document should be signed and dated and should be completed no later than 6 months of commencement. The employee and line manager should then retain a copy, and a copy emailed to Human Resources

Employees Name:

Date:	
Manager's Name:	
Date:	