



Staff Induction Checklist

Stage 1

All staff and contractors

The following document will be kept on file. It is used to ensure that you have been provided with information about your employment details, the company policies and administration procedures and if relevant the training programs and assessments you will be conducting. Your rights and responsibilities under various legislation is also covered within this process.

NAME :

POSITION :

DATE OF APPOINTMENT

STEPS TO COMPLETE	COMPLETED, SIGNED OFF
Stage 1 - For all staff	
Receive a copy of this checklist plus : <ul style="list-style-type: none"> ▪ Position description ▪ Policy Manual ▪ Our Commitment to Quality Customer Service ▪ Code of Conduct for Consultants (if appropriate) ▪ Staff information guide 	
Meet with the Director to go through the requirements of your position as an employee or contractor with the company	
Be aware that the Em-Four is an RTO and the AQTF standards we must meet. Know where to find further information in the policy manual and forms or which staff to refer matters regarding progress, attendance, fees, complaints and grievances if required. <ul style="list-style-type: none"> ▪ Documents - Standard forms folder ▪ Client/participant information ▪ AQTF standards 	
A three month trial period for all staff. Annual reviews for all staff	
<ul style="list-style-type: none"> ▪ Employment Contract – completed 	
Provide tax file number and other information as required by the accountant. The use of ABN's, payment of invoices and wages has been explained.	
Be aware that the Company must operate the business within legislation listed below. Receive a copy of the staff information guide, know where further information is located and the up to date websites if further information is required. As an RTO, the College is specifically required to meet : <ul style="list-style-type: none"> ▪ occupational health and safety; ▪ workplace harassment, victimisation and bullying; ▪ equal opportunity including, anti-discrimination, racial vilification, disability discrimination; ▪ vocational education and training. 	
Sign off on the Code of Conduct for Consultants, Trainers and Assessors	
Stage 1 signed off	



Staff Induction Checklist Stage 2 – for Contractors, Trainers and Assessors

The following list will be kept on file. It is used to ensure that you have been provided with information about your employment details, the company policies and administration procedures and the training programs and assessments you will be conducting.

NAME :

POSITION :

DATE OF APPOINTMENT :

STEPS TO COMPLETE	COMPLETED, SIGNED OFF
Receive a copy of the: <ul style="list-style-type: none"> ▪ Staff Induction checklist ▪ Code of Conduct for Consultants, Trainers and Assessors ▪ Staff Information Guide ▪ Staff/Contractor Legislation Declaration 	
Discuss the client and participant policies that trainers are expected to implement including attendance, conduct, handling complaints, disciplinary codes etc. Be aware of policies on access and equity, support for students with literacy and language problems, discrimination matters and trainers responsibilities for reporting OH&S risks in the classroom. Know where to find further information or the staff to refer matters to if required.	
Commence each course covering the details on the course induction checklist	
Deliver training to Em-Four, AQTF and AQF standards. Be familiar with the training package units and have a good understanding of the relevant regulations and legislation in public service and local government which Em-Four covers in courses.	
Deliver training and conduct assessment in accordance with all workplace legislation requirements. Refer back to the staff information guide on legislation and check the major websites. Check also your understanding of these areas before signing the Code of Conduct for Consultants.	
Be aware of RPL and RCC policies and processes and methods for conducting assessment only path for eligible employees/ participants	
Copyright and photocopying policy has been explained	
Requirement to participate in trainer meetings, annual course review and assessment validation at least once a year	
Receive copies of the various assessment tools and the course assessment results forms and how to use these forms	
Undertake Cert IV in Workplace Training and Assessment at an appropriate time	
Know where to find information on websites such as resources, Training Packages, vocational training and related topics.	

I HAVE BEEN PROVIDED WITH THE ABOVE INFORMATION NECESSARY TO COMMENCE WORK AS AN EMPLOYEE OR CONTRACTOR WITH EM-FOUR PTY LTD I UNDERSTAND MY RIGHTS AND RESPONSIBILITIES IN THIS ORGANISATION AND HAVE SIGNED THE CODE OF CONDUCT FOR CONSULTANTS.

SIGNED