

Staff Induction

Policy

Sydney Metro College maintains a vocational education and training environment that operates under the principles of access and equity for all stakeholders, both client and staff. Policy and procedures at the Institute are developed to maintain VET Quality Framework requirements, ESOS Legislative requirements and all applicable Government legislation in alignment with the Institute's Scope of Registration and Operations.

Sydney Metro College operates a system of quality assurance to ensure development and continued compliance. A significant part of that program is the induction of all new academic and general staff to ensure that they are aware of the policies and standards of Sydney Metro College.

1.0 Guidelines

- 1.1 Prior to commencement the new staff member will be accorded an Induction Program that incorporates information relevant to their job role on each of the following:
 - 1.1.1 Training Packages
 - 1.1.2 Competency based training and assessment
 - 1.1.3 Vocational education and training requirements and policies
 - 1.1.4 Information about legislation which significantly affects their duties and their participation in vocational education and training
 - 1.1.5 Information about legislation which significantly affects their duties and their participation in the provision of services to overseas students
 - 1.1.6 Professional development
- 1.2 The Induction Program materials consist of the following;
 - 1.2.1 A copy of Sydney Metro College Code of Practice
 - 1.2.2 Job Description
 - 1.2.3 Sydney Metro College Staff Handbook
 - 1.2.4 Staff Induction Kit, including access to all policies and procedures which impact the employee's job role
- 1.3 The Induction Program agenda will include the following:
 - 1.3.1 Introduction to staff

- 1.3.2 Institute Tour
- 1.3.3 Review of Code of Practice, Job Descriptions, Staff Handbook and Staff Induction Kit, including Policies and Procedures
- 1.3.4 Induction Administration – payroll
- 1.3.5 printing/ photocopy
- 1.3.6 email / computer access / building access

Related Form

- Staff Induction Checklist