



Induction Checklist

About this checklist

This checklist is used for the induction of staff. If staff members require any support, this should be noted at the end of the form and actioned.

Induction topic

Introduction	<ul style="list-style-type: none">• Role responsibilities• Organisation structure and roles• Working hours/breaks• Reporting requirements• Policies and procedures• Staff code of conduct• Introduction to key members of staff• Emergency evacuation procedures• WHS requirements
Administration	<ul style="list-style-type: none">• Completion of paperwork such as TFN, Superannuation Choice Form• Payment details• Provide Fair Work Information Statement
Compliance	Introduction to and overview of: <ul style="list-style-type: none">• VET Quality Framework• Standards for RTOs 2015• ESOS Act• National Code 2018• International student visa requirements including course progress and attendance
Student support	<ul style="list-style-type: none">• Student support services offered• Responsibilities for student support• External Support Services



<i>Trainers and assessors (this section for trainers and assessors only)</i>	<ul style="list-style-type: none">• <i>Training and Assessment Strategies</i>• <i>Timetable</i>• <i>Learning and assessment materials</i>• <i>Class management</i>• <i>Attendance rolls</i>• <i>Assessment marking and timelines</i>• <i>Student support</i>
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Induction interview details

Name of staff member inducted	
Name of staff member completing induction	
Name of staff member completing induction	
Signature	
Date of induction	
Comments on support/training required	