



Staff Induction Policy

Purpose

The purpose of this policy is to provide a plan for introducing and integrating new staff into Greenwich English College Pty Ltd through a formalised induction process. This induction process will ensure that staff are well informed of available resources, policies, procedures, workplace health and safety issues, personal entitlements, responsibilities and obligations.

Scope

This policy applied to all staff.

Policy

Greenwich English College Pty Ltd has a commitment to carrying out professional inductions, ongoing development and training of all staff in relation to both Commonwealth and State legislation and industry regulatory requirements.

Induction will be carried out on either a group or individual basis within the inductee's first days in a new role.

References

Selection, Recruitment and Professional Development - Policy and Procedure No. 7
Staff Handbook
Staff Position Description

Authorising Officer: _____ Date: _____ Review Date: _____

This policy is to be reviewed twelve (12) months from this date