

Induction Procedure

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Ask Student Services for details.

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
0-4		Prior to version control implemented.
5	February 2020	Updated job titles of role/departments with responsibilities associated with procedure. Updated message from College Principal and information about the College to bring in line with current structure. Addition of Bribery Act to Mandatory training and removal of reference to registrations no longer held, such as IIP. Added additional quality Policy and Processes into Appendix 3.
5.1	December 2022	Footer updated to reflect new template model.
5.2	February 2024	Updated to UHI Perth branding and to reflect current organisational structure.
5.3	September 2024	Update of job titles against new organisational structure. Removal of appendices and reference to PerthHub instead.

Induction Procedure

1 Purpose

- 1.1 To ensure that all new post holders receive a full and effective induction to the organisation and their job role.

2 Scope

- 2.1 This procedure is relevant to all new staff and post holders. The term “new staff” refers to staff who have joined UHI Perth and to current staff who have changed post.

3 Definitions

- 3.1 **Mandatory Training:** This is training that all staff and post holders **MUST** undertake. The Human Resources (HR) Department monitor this and issue reminders as necessary to ensure compliance.

Currently, the training modules that are Mandatory are listed on the HR section of PerthHub.

4 Responsibilities

- 4.1 The Director of HR and Organisational Development is responsible for implementing, reviewing and updating this procedure.
- 4.2 All Line Managers are responsible for implementing this procedure.
- 4.3 All staff are responsible for engaging with this procedure and completing all mandatory training.
- 4.4 The Risk and Project Officer has responsibility for quality checks and will arrange for the procedure to be posted on the web.

5 Procedure

5.1 Week 1

- 5.1.1 On day one, the line manager and the new start/post holder shall begin to work through the **Induction Checklist** (either professional services or academic staff which is available on PerthHub under the [HR Section](#)).

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Lead Author: Director of HROD
Lead Editor:
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The line manager should refer to the **Induction Process – Managers Guide** which gives an overview of the process, with background explaining why this is an important process for new staff/post holders.

- 5.1.2 The line manager will introduce the new start/post holder to their **Induction Buddy** – a nominated colleague who will provide support and assistance to the new start to ease them into the new role or environment.

Academic Staff will be introduced to the Director of Teaching, Learning and Quality Enhancement.

- 5.1.3 The line manager must list the policies and procedures that the new start/post holder must understand in **Record of Relevant Policies and Procedures** and agree with the new start/post holder when these must be read and understood by.

The Induction Buddy will have a valuable role in ensuring understanding of local operating procedures and practices.

5.2 Week 2

- 5.2.1 The line manager shall meet with the new start/post holder for the first probationary period review meeting and complete the **First Meeting Action Plan**. The line manager shall consider the training required for the new staff member/post holder. Any training needs identified will be recorded by the line manager on the First Meeting Action Plan found in the Probationary Procedure.

- 5.2.2 The line manager shall check the 'Internal Event' section in CIPHR, and the new start/post holder will book onto the training through CIPHR or complete the training which is always available.

- 5.2.3 The line manager shall arrange to cover the new start/post holder's work for these dates/events, as appropriate.

- 5.2.4 The line manager shall set one-to-one meeting dates for the next 3 to 4 months with the new start/post holder. These one-to-one meetings will cover issues, concerns and actions relating to the employee's induction and probationary period.

5.3 Month 2

- 5.3.1 The line manager and the new start/post holder shall continue to work through the Induction Checklists and Probationary Period First Meeting Action Plan.

- 5.3.2 The staff member shall continue to participate in one-to-one meetings.
- 5.3.3 The staff member shall complete all the Mandatory Training, in so far as is practically possible. Line Managers shall ensure that any Mandatory Training not completed by the end of month 2 is scheduled in for completion as soon as possible, and in any case before the second review meeting.

5.4 **Month 3 to 6**

- 5.4.1 Around Month 4, the second review meeting under the Probationary Procedure shall be held.

This is the meeting at which the line manager and the new start/post holder shall ensure that all the induction actions have been completed and signed off.

For Academic Staff, in advance of the review meeting, the line manager shall arrange a peer teaching review (refer to guidance notes on teaching observation and the Teaching Observation Form in the Probationary Procedure).

- 5.4.2 The line manager and the new start/post holder shall ensure that all the required training has been completed. If there are training events still outstanding this will be noted on the Second Meeting Action Plan of the Probationary Procedure and actioned through CIPHR.
- 5.4.3 Mid-way through Month 5, the final assessment meeting under the Probationary Procedure shall take place.

All checklists and records under this Induction Procedure must be complete or timetabled for completion and discussed at the final assessment meeting.

For Academic Staff, the line manager shall carry out a teaching review in advance of the final assessment meeting (refer to guidance notes on teaching observation and the Teaching Observation Form in the Probationary Procedure).

- 5.4.4 Line Managers must ensure that all staff complete the Induction Checklist and the **Record of Relevant Policies and Procedures Checklist** within the 6-month probationary period and that all paperwork is sent to the HR Department.

5.5 **Evaluation of Induction**

- 5.5.1 The new start/post holder shall complete the **Induction Evaluation Form** and send this to the HR Department.

6 Linked Policies/Related Documents

- 6.1 This Induction Procedure is to be read in conjunction with the Probationary Procedure and the Peer Review/Observation of Teaching guidelines within it.

DRAFT

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