

PRIFYSGOL CYMRU
Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David

INDUCTION

POLICY

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1. PRE INDUCTION PROCESSES

1.1 Recruitment and Selection Information

The main document which deals with Recruitment and Selection is the Trinity Saint David, 'Recruitment and Selection Policy and Code of Practice. Within this document there is a specific section (Section 5) that deals specifically with temporary/short term fractional or hourly paid appointments, visiting/guest lecturers.

1.2 On Appointment Documentation

On appointment the Human Resources (HR) department will issue a **'formal offer of employment' letter.**

The **'formal offer of employment'** letter will contain specific information relating to the terms and conditions of employment. It will generally follow a standard format and will contain information on:-

- a) salary;
- b) when and how salary will be paid;
- c) hours of work;
- d) the pattern of working hours
- e) holiday entitlement (annual, statutory and University/local);
- f) notice periods
- g) who the post holder will report to;
- h) standard conditions of appointment - verification of the right to work in the UK*, probationary period, medical fitness certification, references,
- i) additional conditions of employment might include membership and training linked to the Higher Education Academy, CRB check.

**in order to avoid discrimination this condition has to be met by all employees*

The individual will be sent a formal offer of employment letter and a contract of employment. The individual will be requested to sign and return the contract of employment to the HR Department. If references have not been sought prior to interview the listed referees will be contacted at this point.

1.3 Invitation to Induction

The induction process begins with an invitation to an individual to attend the part one session of the general induction programme. If part two of the general induction programme is running simultaneously (group corporate induction programme) this will be indicated within the letter.

The invitation will indicate what documentation the individual will be required to produce at the commencement of employment

2. INDUCTION at TRINITY SAINT DAVID

2.1 Introduction to Induction Policy and Procedure

INDUCTION is classified as an important part of staff development and follows confirmation of the acceptance of a post. Induction is a training programme that is designed to help new members of staff to settle into their new role as swiftly and as easily as possible.

Employees transferring to a different job or department will also undergo an Induction Programme which is specific to the area or department to which they are moving.

The aim of the Induction Programme is to acquaint the employee with the people, the University and the surroundings as well as with the actual job itself. It will provide an opportunity to secure a clear understanding of the standards that are required from an employee at Trinity Saint David, so that good conduct, dignity at work, safety and quality are not compromised. It is designed to assist the individual employee, regardless of job status or category, to become knowledgeable and integrated into the

University so that he/she will be able to respond to the demands of the job and achieve effectiveness at work at the earliest opportunity.

During an induction new members of staff will have the opportunity to learn about:

- the University mission, goals and objectives;
- the University values and culture;
- how the University is structured;
- how the University features within Higher Education in Wales;
- how the individual's contribution will influence and add value to University outcomes;
- rules and regulations that engender and support effective working relationships;
- how to navigate the physical environment of the University
- training and development policy and opportunities

Three distinct sections comprise the induction programme at Trinity Saint David. They cannot be totally prescriptive as individual circumstances will influence the content; this is particularly pertinent in part three.

2.1.1 PART ONE - HR INDUCTION – Individual Meeting with HR

This is a general induction programme which is conducted on a one to one basis by a member of the HR team and will incorporate HR housekeeping and all necessary information needed on the commencement of employment, including training on how to use the Human Resource Information System (HRIS). The programme will usually be delivered on day/week one of employment. The standard programme content is incorporated in this document. If a CRB check is necessary these relevant forms will be completed during this general induction process. CRB documentation is not transferable between employers and the fact that an individual might already have a CRB from another employer will not be accepted.

A copy of the relevant University Handbook will be available on the intranet (a hard copy will be made available to staff who do not have access to the intranet). This is a comprehensive document detailing a variety of issues linked to employment at Trinity Saint David. It will be stressed that the 'contract of employment' is the definitive document and not the Handbook. The Handbook will cover major central policies and procedures and will emphasise the importance of dignity at work and equality and diversity matters. A copy of the current contents page is included as Appendix 1 of this document.

2.1.2 PART TWO - GROUP INDUCTION - Corporate Programme

This is an institutional programme delivered to a group of new employees by various managers and officers of Trinity Saint David.

The importance of an institutional induction is recognised and the situation is addressed by scheduling these programmes at the beginning of an academic year or when the University resumes after the Christmas recess which are times when, invariably, a number of new staff commence. Additional sessions are organised when the need is identified.

Part two induction programmes are bolt on sessions to the part one. Various senior managers and other officers of the University deliver it as a group session. It seeks to provide new employees with information about the structure of the University, University governance, the corporate aims and objectives, the bilingualism policy and the position of the University within the wider sphere of higher education in Wales and also current policy initiatives associated with higher education. A number of managers and officers of the University and a senior representative of the University Governing Body are invited to take part in the programme. A typical programme is incorporated in this document as Appendix 2.

2.1.3 PART THREE – LOCAL FACULTY/DEPARTMENT INDUCTION

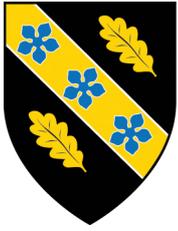
This is delivered by the relevant faculty, school, or department. The nature and the intensity of this part of the induction programme will take into account a range of factors which will include the level of the post, previous experience and the knowledge of the context of higher education.

Linked to this part of the induction programme will be specific role induction requirements e.g. Heads of School / Line Manager training; Catering Assistant training etc.

Although some parts of local induction can be delivered to groups it is important that where more than one individual is commencing within a school/department at the same time that some part of the programme is delivered on a one to one basis. This is particularly important as the amount of information that a new employee will require will vary from post to post e.g.

- the seniority of the new member of staff will influence the range of people that they need to meet;
- most technical staff are likely to need increased health and safety training whereas a more elementary or basic content might be applicable to other categories of staff.
- for some staff it could be their first job appointment and their support needs will probably be greater.
- some staff will have additional needs linked to a declared disability.
- some staff will have peripatetic aspects to their job and therefore will need additional information about use of or hiring of vehicles.

It is essential that the new member of staff undergoes the local induction as soon as possible and not later than 2 working days of the commencement of his/her duties. The appropriate form (Appendix 3) must be returned to the HR Department within 7 days of the induction process being completed.



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APPENDIX 1

Section 2.2 – Part One Programme content

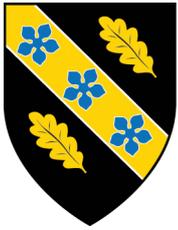
INDUCTION OF NEW EMPLOYEES Part One

HR INDUCTION (HR DEPARTMENT)



PART ONE - HR INDUCTION – HR DEPARTMENT

Employee's Name	Department		
Commencement Date	Job Title		
PERSONNEL ISSUES	Employer's initials	Employee's initials	Date information received
1. Welcome to the University			
2. a) Hours of work and flexitime (if applicable) b) Advice about signing in, time sheet/clock card procedures			
3. a) Time and method of payment b) Employed v Self Employed status c) Pay or tax queries – who to contact			
4. a) Probationary period			
5. a) Training on the Human Resources Information System (HRIS) b) Procedure for holiday requests, and other authorised absences			
6. a) Other types of Leave Special Leave, Maternity Leave, Paternity Leave, Adoption Leave etc.			
7. a) Absence procedure b) Sick Pay			
8. a) Policies explained (brief overview) Disciplinary; Grievance; Appeals; Redundancy and Redeployment; Family Friendly; Absence Management; Welsh Language plan; No Smoking. b) Dignity at Work issues: Equal Opps, Diversity, Race, Gender etc. c) Codes of Practice; IT AUP; Confidentiality;			
9. a) Customer Care standards both internal and external that the University expects staff to demonstrate at all times:- b) Courtesy to students and visitors c) Respect and consideration for colleagues at all levels within the University. d) Reliability and loyalty to the department and the University			
10. Role of the HR department			
11. Investors in People			
12. a) Any immediate training needs identified at interview b) Staff Development Policy			
13. General Issues a) Location of key buildings and departments including Libraries, refectories etc. b) Information about Trade Unions c) Car, travel, subsistence,, car hire, car insurance			
14. Information on how to access the Staff Handbook			
15. Completion of request form for IT account/issue of ID cards			
16. CRB Check (where it is a condition of employment)			



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APPENDIX 2

Section 2.3 - Part Two Programme content

INDUCTION OF NEW EMPLOYEES Part Two

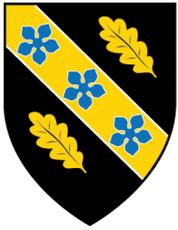
GROUP INDUCTION CORPORATE PROGRAMME



GROUP INDUCTION PROGRAMME PART TWO

Induction - Typical Programme

9.00-9.15	Introductions Tea and Coffee	Chair of Governors
9.15-9.30	Welcome	Vice Chancellor
9.30-9.45	Governance	PVC Resource & Finance
9.45-10.00	Finance Procedures and Budgeting Processes	PVC Resource & Finance
10.00-10.15	Human Resources Department	Director of HR
10.15-10.25	Bilingualism/Welsh Language Plan	Head of Bilingualism
10.25-10.45	Health and Safety at Work	HR Department / Director of Operations & P-lanning
10.45-11.00	University Structure & Academic Range	PVC Academic
11.00-11.15	Tea and Coffee	
11.15-12.00	Freedom of Information	FOI Officer
	I	
Additional sessions	As and when required	



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APPENDIX 3

Section 2.4 – Part Three Programme content

INDUCTION OF NEW EMPLOYEES Part Three

FACULTY/ DEPARTMENT INDUCTION PROGRAMME

APPENDIX 3a

PART THREE – FACULTY/DEPARTMENT INDUCTION PROGRAMME ACADEMIC STAFF

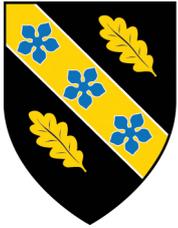
This section will be structured according to the specific school requirements and might be delivered by different individuals within the school or department but will be expected to include:

<i>FACULTY INDUCTION- The completed form is to be returned to the HR Department within 7 days of completion of the local induction process</i>	Employer's initials	Employee's initials	Date information received
<ul style="list-style-type: none"> • Faculty policies and procedures • Issues relating to confidentiality • Development unit/Third Mission 			
<i>SCHOOL INDUCTION</i>			
1. Introduction to Line Manager and Colleagues <ul style="list-style-type: none"> • Clarification of line management and reporting structures including any staff that will report to the post holder 			
2. General (<i>mainly undertaken by Line Manager</i>) <ul style="list-style-type: none"> • Description of the structure and operation of the School and University • Clarification of duties and responsibilities • Department / team objectives and targets • School policies and procedures • Department and University communications systems • Discussion of patterns of work, breaks, work life balance and possible flexible working options • Clarification of mentor or buddy arrangements • Peer Review procedures • Meetings with key contacts so that successful future working relationships can be established • Clarification of the Appraisal system and arrangements for Staff Development • Services e.g. Teaching & Learning resources, Student Services, Counselling, Network Support Systems, Stationery, Shop and photocopying services (part of this section may be delivered by the Heads of the respective units). • Budgets and Financial controls (delivered by Finance Dept.) • Relationships with other Schools in the Faculty or other departments within the University. 			
3. Introduction to work station or work location <ul style="list-style-type: none"> • Identification of office equipment and technical facilities • Appropriate computer hardware and software made available • Telephone features explained • Procedure for obtaining stationery and equipment explained • Photocopying procedure explained and security number issued or applied for 			
4. Health and safety at work (<i>parts of this section may be delivered by H&S person identified in the Faculty</i>). <ul style="list-style-type: none"> • Name, role and location of Health and Safety Adviser • Health and Safety Policy • Fire Alarm System and location of fire exits • Fire evacuation and assembly points • Action in event of fire • Accident and incident reporting- • Security and lone working (including emergency buttons) • Identification of qualified First Aiders & location of First Aid boxes • Protective clothing or equipment (if appropriate) 			
5. Local Facilities explained (<i>may be undertaken by Faculty Admin staff</i>) <ul style="list-style-type: none"> • Toilets and hand washing facilities • Coffee/Tea making/beverage arrangements 			

APPENDIX 3b

**PART THREE – LOCAL/DEPARTMENTAL INDUCTION PROGRAMME
SUPPORT STAFF**

DEPARTMENT INDUCTION – the completed form must be returned to the HR Department within 7 days of the completion of the local induction process	Employer's initials	Employee's initials	Date information received
1. Introduction to Line Manager and Colleagues <ul style="list-style-type: none"> • Clarification of line management and reporting structures Including any staff that will report to the post holder • Position within the department 			
2. Introduction to the Department <ul style="list-style-type: none"> • Clarification of duties and responsibilities • Aims and objectives Work of the Section and Department • Context of the Department within the University • Department / team objectives and targets • Departmental policies and procedures • Department and University communications systems • Discussion of patterns of work, breaks, work life balance and possible flexible working options. • Clarification of mentor or buddy arrangements • Meetings with key contacts so that successful future working relationships can be established • Clarification of the Appraisal system and arrangements for Staff Development • Links to Academic units • Budgets and Financial controls (delivered by Finance Dept) 			
3. Introduction to work station or work location. <ul style="list-style-type: none"> • Identification of workplace equipment and technical facilities (<i>relative to post</i>) • Appropriate computer hardware and software made available • Telephone or radio features explained • Procedure for obtaining stationery and equipment explained • Photocopying procedure explained and security number issued or applied for. 			
4. Health and Safety at Work (<i>this section may be delivered by a H&S person identified in the department</i>) <ul style="list-style-type: none"> • Name, role and location of Health and Safety Manager • Health and Safety Policy • Fire Alarm System and location of fire exits • Fire evacuation and assembly points • Action in event of fire • Accident and incident reporting • Identification of qualified First Aiders and location of First Aid boxes • Protective clothing (if appropriate) 			
5. Local Facilities explained (<i>may be undertaken by Faculty Admin staff</i>). <ul style="list-style-type: none"> • Toilets and hand washing facilities • Coffee/Tea making/beverage arrangements 			



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Related documents

Mentoring Policy
Recruitment and Selection Policy and Procedure