



# STAFF INDUCTION PACK

## 2019/20

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Acculearn Training Limited

T/A

Cranbrook College

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**Reviewed:** May 2019



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## 1.0 WELCOME TO THE CRANBROOK COLLEGE

Dear Colleague,

Congratulations on your appointment at the Cranbrook College and a very warm welcome to the Training Centre.

I hope your time employed with us will be happy and productive.

Once again, welcome and enjoy your time with us.

**Head of Centre**





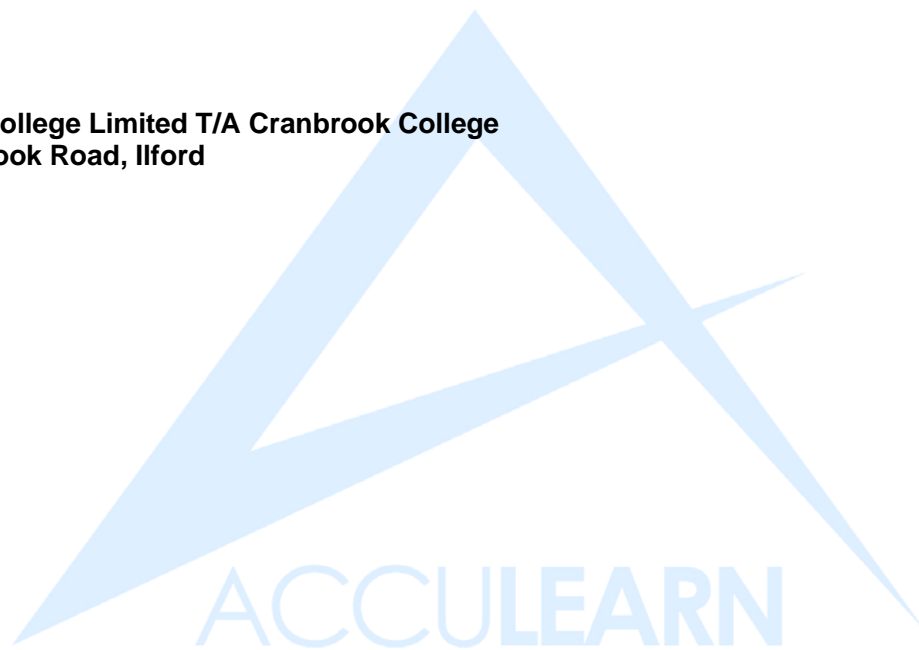
## 2.0 GETTING STARTED

**Staff Member Name:** .....

**Department:** .....

**Address:**

**Cranbrook College Limited T/A Cranbrook College  
180c Cranbrook Road, Ilford  
IG1 4LX**





### 3.0 INFORMATION TECHNOLOGY

As a member of staff, you have the right to use our IT facilities, having signed all the relevant forms which confirm you abide with our conditions. Access to the systems is via a login username and password.

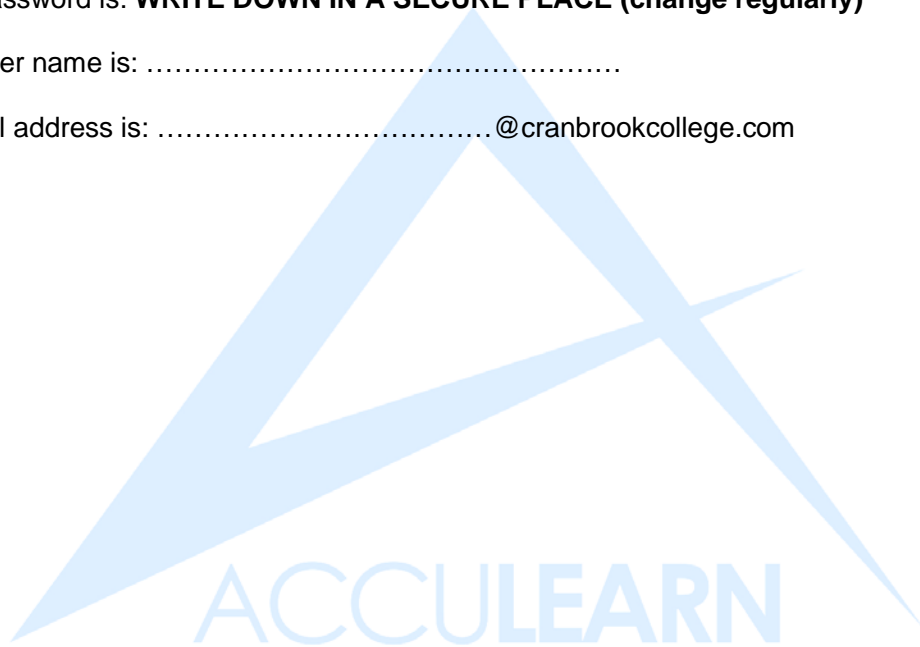
You will need.

Your logon username is: .....

Your logon password is: **WRITE DOWN IN A SECURE PLACE (change regularly)**

Your email user name is: .....

Your full email address is: .....@cranbrookcollege.com



## 4.0 CONDITIONS OF USE OF IT FACILITIES

### Disclaimer of Liability

1. Any facility or service, including software, provided by IT Services is used entirely at the risk of the user. IT Services will not be liable for any loss, damage or inconvenience arising directly or indirectly from the use of any IT facility at Cranbrook College or from any operation on or with equipment owned by the Training Centre or any other body, including personally-own equipment.
2. Whilst IT Services takes appropriate security measures against unauthorised access to data and the deliberate or accidental alteration, disclosure or destruction of personal or other data, it does not operate high security systems and cannot, and does not, give any warranties or undertakings to users about the security or confidentiality of personal or other data. Users must make appropriate data security arrangements.
3. Although IT Services takes reasonable care to prevent the corruption of information, it cannot, and does not, give any warranties or undertakings to users about the integrity of information.

### General

4. Users will observe the Code of Conduct for the Use of Computer Software at Higher Education. In particular, users must comply with all software licence agreements and must not to copy or distribute copies of the software and must only use the software only for the purposes defined in the agreement.
5. It is the user's responsibility to comply with all statutory regulations and other provisions currently in force in the field of data protection and information policy.
6. No work of a commercial nature, or for reward, may be performed using the facilities provided by IT Services.
8. Users must not deliberately introduce a virus nor take any action to circumvent, or reduce the effectiveness of, any anti-virus precautions established by IT Services.

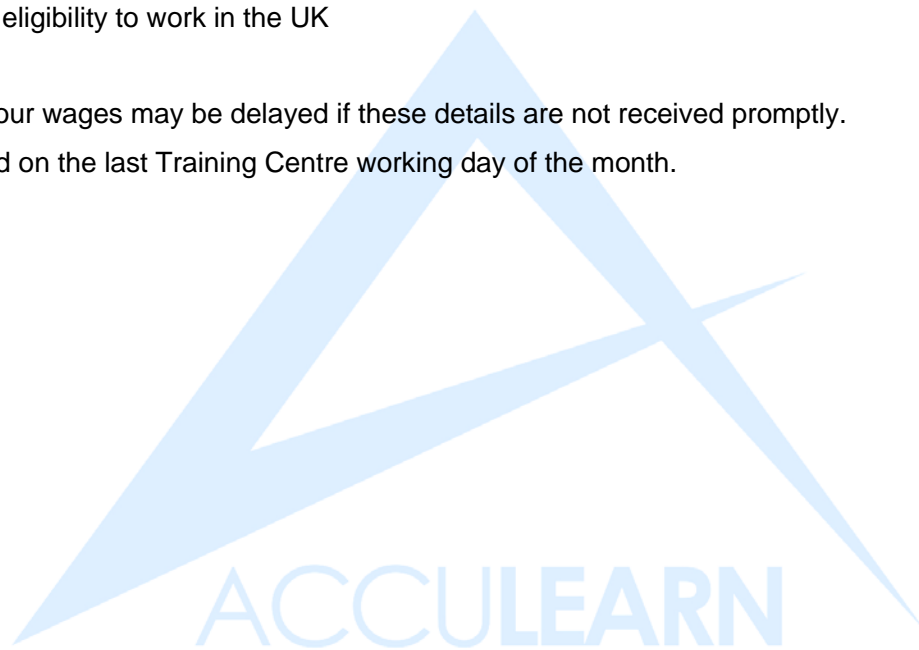
## 5.0 ON YOUR FIRST DAY

On your first day at the Training Centre, please make sure you take the following documents:

- P45/ P46
- Signed Contract
- Personal Details Form
- Bank Details Form
- Evidence of eligibility to work in the UK

Payment of your wages may be delayed if these details are not received promptly.

All staff is paid on the last Training Centre working day of the month.





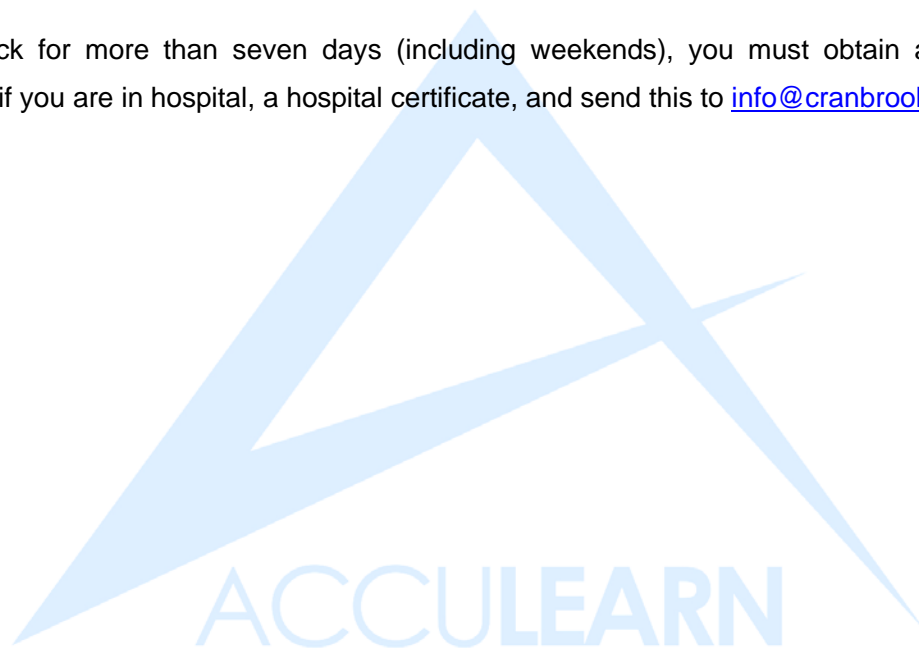
## **6.0 WHAT TO DO IF YOU ARE SICK AND UNABLE TO WORK**

If you are sick and unable to work, you should contact the Training Centre as soon as possible. If you are a part time, you should ring 1 hour before the start of your shift, so that cover can be arranged.

If you work normal Training Centre hours (09:00 start), you should ring in no later than 10:00.

### **What to do if you are sick for longer than seven days (Including weekends)**

If you are sick for more than seven days (including weekends), you must obtain a doctor's medical certificate or, if you are in hospital, a hospital certificate, and send this to [info@cranbrookcollege.com](mailto:info@cranbrookcollege.com)



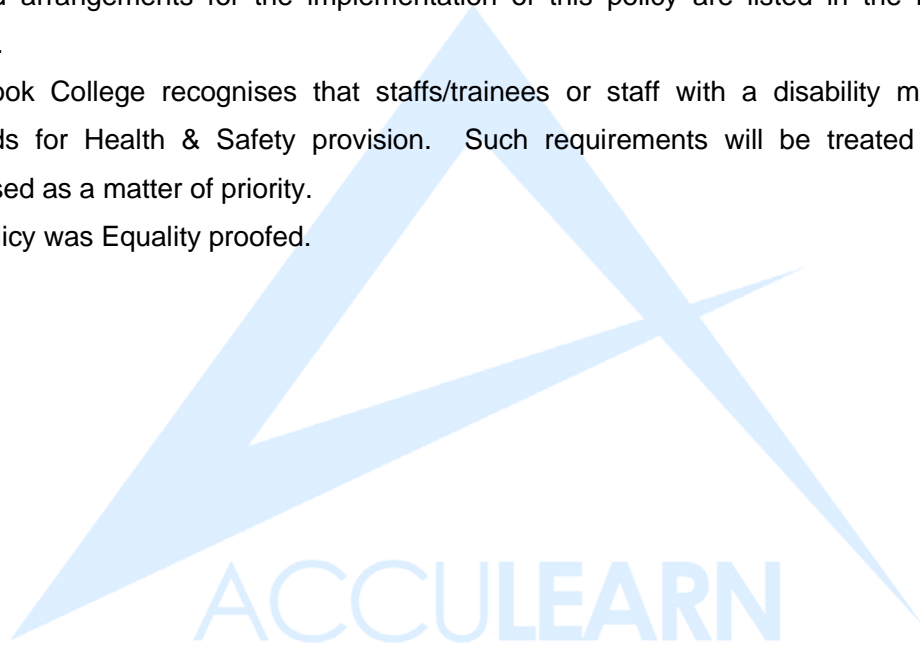
## 7.0 HEALTH & SAFETY POLICY & PROCEDURE

### GENERAL STATEMENTS

1. Cranbrook College recognises and accepts its responsibilities for Health and Safety as an employer and in particular the duties laid down in Employers' duties of Health and Safety at Work (NI) Order 1978. It also recognises and accepts its duties laid down in Articles 5 and 6 of that Order to persons other than their employees.
2. Cranbrook College will take all reasonable practicable steps to meet this responsibility and for those employed by it.
3. Cranbrook College will ensure that competent technical advice on Health and Safety matters is available, where this is necessary to assist management in its task.
4. Cranbrook College will co-operate fully in the appointment of safety representatives for non-teaching staff by recognised trade unions and will provide them, where appropriate, with sufficient facilities and training to carry out this task.
5. Cranbrook College reminds its employees of their own duties under Article 8 and 9 of the Health and Safety at Work (NI) Order 1978 to take reasonable care of their own safety and that of other persons.
6. To ensure the health, safety and welfare of staff, staffs and general public as far as is reasonably practicable, particular attention will be paid to the provision and maintenance of: -
  - 6.1 A safe place of work, safe access to it and safe exit from it
  - 6.2 plant, equipment and systems of work that is safe (if applicable)
  - 6.3 safe arrangements for use, handling, storage and transport of articles and substances (if applicable)
  - 6.4 sufficient information, instruction, training and supervision to enable all staff and staffs to avoid hazards and contribute positively to their safety and health at work. (if applicable)
  - 6.5 A healthy working environment.
7. The Management Team will seek progressively and within resource restrictions to develop an on-going programme of positive health promotion for staff in response to its own and staff demands, utilising in-house and external expertise and including training, information and counselling aspects as appropriate. Although this section refers to staff, such measures specifically aimed at staff/trainees will be introduced where required.



8. Cranbrook College will provide and maintain up-to-date information for all staff on potential hazards at work.
  
9. A copy of this statement, which has been drawn up by the Health & Safety staff and will be issued to all staffs. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular groups of staff.
10. This policy will be reviewed annually.
11. Detailed arrangements for the implementation of this policy are listed in the Health and Safety manual.
12. Cranbrook College recognises that staffs/trainees or staff with a disability may make different demands for Health & Safety provision. Such requirements will be treated with respect and addressed as a matter of priority.
13. This policy was Equality proofed.

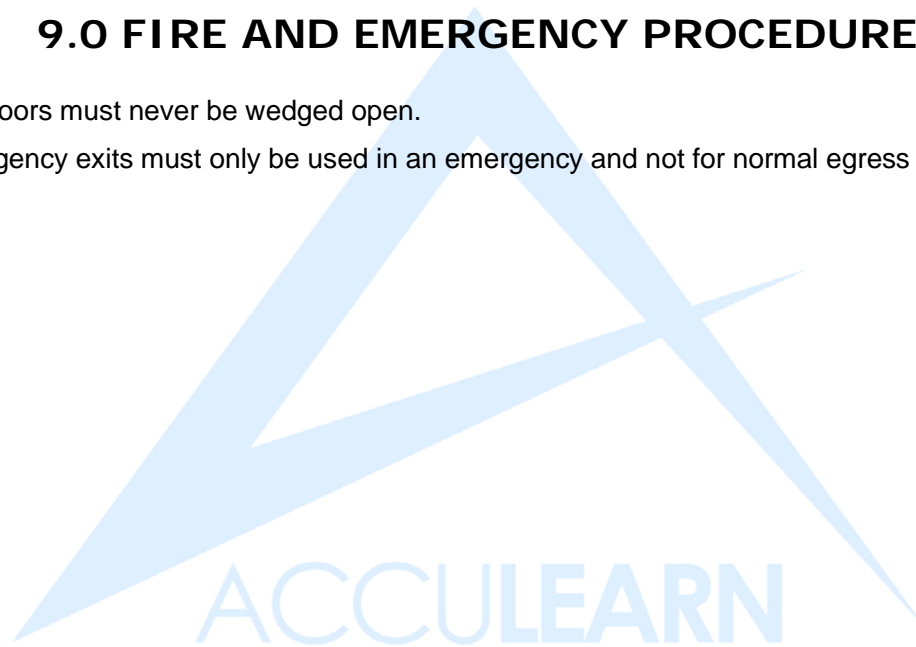


## 8.0 DUTIES OF STAFFS/STAFF

- a. To take reasonable care to avoid injury to themselves and to other persons who may be affected by their activities.
- b. To co-operate with Acculearn Management so far as is necessary to enable them to comply with the health and safety duties imposed on them by statutory provisions.
- c. To refrain from intentionally or recklessly interfering with anything provided for their health, safety or welfare.

## 9.0 FIRE AND EMERGENCY PROCEDURES

- a. Fire doors must never be wedged open.
- b. Emergency exits must only be used in an emergency and not for normal egress from the building.



## 10.0 EMERGENCY EVACUATION

### Fire Evacuation Procedures

- a. In the event of the **FIRE ALARM SOUNDING** all personnel must evacuate the building immediately.
- b. Each member of staff must ensure that all staffs/trainees in their care evacuate the building.
- c. When the **FIRE ALARM SOUNDS** it must always be treated as a genuine emergency and the following procedures must be implemented:

### AT A CONTINUOUS RINGING OF THE BELL

- a. Leave the building (with your staffs/trainees, if applicable), as quickly as possible, taking the shortest route from your room, and assemble at the designated Fire Assembly Point.
- b. Staff must ensure they have their class register with them, if applicable.
- c. Remain at the designated Fire Assembly Point until you are advised it is safe to return to the main building.
- d. **No one** must leave the Assembly points during an evacuation, either by foot or by vehicle - as this will make accountability very difficult.

## 11.0 FIRST AID

- a. Trained first-aid staff and equipment are available throughout the Cranbrook College for the rendering of first-aid. **Zaigham Manan** is the trained first Aid at your Cranbrook College.
- b. Any staff requiring medical help should inform the Assessor/lecturer or other member of staff who will arrange assistance. Where treatment is considered to require the attention of a Medical Practitioner, the staff will be directed to a Hospital.
- c. Any staff requiring to rest due to a medical condition or wishing privacy for the administration of medical treatment such as insulin injections can make use of the rest room. It must be appreciated that this system is meant for legitimate medical use and must not be abused in any way.

 ACCULEARN

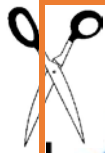


## 12.0 INDUCTION CHECKLIST

**Employee Name:** \_\_\_\_\_

**Department Manager:** \_\_\_\_\_

APPROX. TIMING	PROGRAMME	BY WHOM	INITIAL WHEN COMPLETED
<b>First Day</b>	<b>Administration:</b> Confirmation of Receipt of Offer letter Explanation of: Induction Book and Meeting Health & Safety Policy Practical Procedures		
	Welcome Introduction to: Head of Department Department Members		
	Settle in office/workplace; sort out immediate stationery/supplies requirements. Phone, e-mail and internet		
	Sickness Reporting policies and procedures		
	Tea/coffee arrangements Toilet Facilities		
	Emergency Fire Procedures Health and Safety (relevant to position) Security Procedures		



APPROX. TIMING	PROGRAMME	BY WHOM	INITIAL WHEN COMPLETED
	Tour of main building, including locations of:- <ul style="list-style-type: none"> <li>○ Fire exits</li> <li>○ Fire extinguishers</li> <li>○ Drinks machines</li> </ul> Photocopying facilities		
<b>During First Week</b>	Agree Job Priorities/Objectives		
	Discuss General Performance Standards, Code of Conduct, Cranbrook College Policies and Procedures		

Sign when all of the above have been completed

Signature of employee..... Date .....

APPROX. TIMING	PROGRAMME	BY WHOM	INITIAL WHEN COMPLETED
	Familiarisation with: - <ul style="list-style-type: none"> <li>• Stationery/Supplies Requisitions Timesheets</li> </ul>		
	Discuss process and purpose of Staff Development  Information on Training and Development opportunities  Set a date to review probationary period (after six months in post)  Set a date for first appraisal		

Sign when all of the above have been completed

Signature of Employee..... Date .....





## 13.0 TRAINING NEEDS ANALYSIS FOR: Tutors, ASSESSORS and VERIFIERS

<b>Assessor:</b>	<b>Internal Verifier:</b>
How long have you worked for the organisation?	
How many candidates have you assessed/or are you assessing?  What levels?	
Describe briefly the main purpose of your job:	List in order of importance the main tasks of your job:
Give brief details of any qualifications you have:	
List the skills, knowledge, abilities, experience necessary to do your job effectively:	
What in your opinion are your present training needs?	Can you identify any area of training for the future?



Have you attended training on anti-discriminatory practice?

Any other comments?

I certify this is a true record of the discussion and do not object if this information is discussed with a) centre training manager b) awarding body external verifier.

Signed:  
(Assessor)

Date ..

Signed:  
(Internal Verifier)

Date ..

**Review: at Annual appraisal:**

Signed: ..... Date: .....

