

# Staff Induction Checklist

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Acculearn Training Limited

T/A

Cranbrook College

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ACCULEARN

**Reviewed:** May 2025

## Staff Induction Checklist

<b>Name:</b>	<b>Date:</b>
<b>Essential items in first hour</b>	<b>Delivered by</b>
Welcome	
Introductions to staff	
Location of toilets	
Fire Drill	
Location of fire assembly point	
<b>Conditions of Service (during day 1)</b>	<b>Delivered by</b>
Sickness procedures and absence notification procedures	
Holiday allowance and notification procedures	
Lunch, tea and coffee breaks	
Hours of work	
How, when and where paid	
Rate of pay	
Bonus Scheme (if applicable)	
Dress Code	
Building entry	
<b>Organisational Briefing (during first week)</b>	<b>Delivered by</b>
History	
Mission Statement and Values	
Current contracts	
Individual contribution to business objectives	
Equal Opportunities policy and IAG Policy	
Discipline and Grievance Procedures	

Access to company policies and procedures	
<b>Health and Safety</b> (during first week)	<b>Delivered by</b>
Health and Safety Policy – Roles and Responsibilities	
Health and Safety Officer	
<b>Staff Development</b> (during second week)	<b>Delivered by</b>
Performance Appraisal Procedures	
Supervision sessions	
Training and Development Policy and Opportunities	
NVQ Development (if appropriate)	

<b>Production Knowledge</b> (as appropriate)	<b>Delivered by</b>
Apprenticeship Framework	
NVQs	
Diplomas	
Functional Skills Qualifications	
Technical Certificates	
Other:	
Other:	
<b>General Administration</b> (during first/second week)	<b>Delivered by</b>
Telephone System	
Message taking	
Photocopying and Printers	
Fax Machine	
Computers (logging on, saving documents etc and related procedures	
Outlook and Exchange	

<b>Induction into your Job</b> (during weeks one to four)	<b>Delivered by</b>
Key duties and responsibilities including Job Description	
Handover (if appropriate)	
Job priorities	
Departmental systems and procedures	
Key objectives for the next four weeks	
Training needs analysis completed	
Training Plan agreed	
Date agreed for the first supervision	
<b>Documents issued</b> (as appropriate)	
Organisation chart	
Terms and conditions of employment	
Staff Handbook	
Annual Leave Form	
Expenses Form	
Bank Details Form	
Personal Details Form	
Individual Staff development Training record	