

POLICY

PPMF | TAFESA | 108

Title

Induction Policy

Contact Officer

Position

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TAFE SA Policies are issued under the TAFE SA Policy Management Framework. They are binding on all TAFE SA employees.

1 Policy

TAFE SA is committed to supporting its new employees (including hourly paid instructors and casuals) and ensuring they are systematically introduced to their roles, co-workers and the organisation.

2 Scope

This policy applies to all new people employed by TAFE SA.

3 Definitions

New Employee	Any person commencing employment at TAFE SA including casuals and HPI's.
Hourly Paid Instructor	Hourly Paid Instructors (HPI's) are casual employees engaged for educational delivery and/or assessment.

4 Related policies and procedures

PPMF TAFE SA 127	Employment and Management of Hourly Paid Instructors
PPMF TAFESA 1020	Performance Management and Development Policy

5 References

Legislation	Public Sector Act 2009
Legislation	TAFE SA Act 2012
Legislation	Equal Opportunity Act 1984
Public Sector Convention	Code of Ethics for the South Australian Public Sector

6 Public sector principles

The principles underpinning this policy are aligned to the [Public Sector Act](#) and [Code of Ethics for the South Australian Public Sector](#) and include:

- focus on accountability, continual growth and improvement
- equity and fairness
- mutual obligation, shared responsibility and benefit
- explicit agreed expectations
- empowering and supportive culture

7 Induction Program

There is a layered approach to TAFE SA's induction process:

- Online Induction Program
- Worksite Induction Process
- Local Workgroup Induction Process

Online Induction Program (and onboarding)

The Online Induction Program has been developed as an introduction to provide new staff with relevant information about the organisation and the Public Sector's Code of Ethics. This should be completed within 24 hours of commencement on the organisation's learning management system – Lumitt. After the induction has been completed the employee can access the Onboarding Program and Checklist which should be completed within 3 months of commencement.

Worksite Induction Process

Specific site information regarding health and safety emergency procedures and building facilities should occur on the first day of employment.

Local Workgroup Induction Process

Introduction of the employee to the team, their specific workstation in the office and details regarding conditions of employment and expectations.

8 Responsibilities

8.1 Chief Executive

The Chief Executive is responsible for ensuring an effective departmental level induction process exists in TAFE SA and actively supporting the associated principles.

8.2 Chief People and Culture Officer

The Chief People and Culture Officer is responsible for monitoring, evaluating and reviewing this policy to ensure compliance and provide reports to Management on the uptake of induction across the agency.

8.3 Directors

Directors are responsible for the induction process for new employees within their Business Units by:

- promoting and recognising induction as the first part of an integrated approach to people management
- modelling the Public Sector Principles
- providing employees with information required to undertake their position within the department
- supporting the ongoing operation of the induction process
- ensuring their managers and supervisors have the skills and the tools necessary to implement the policy effectively.

8.4 Managers and supervisors

Managers and Supervisors are responsible for actively promoting, supporting and applying induction processes by:

- ensuring local level induction processes and plans are established in their workgroups.
- ensuring all new employees participate in the TAFE SA online induction program within 24 hours of commencement and the onboarding program within 3 months.
- ensuring employees have clear, up to date job and person specification/role descriptors.
- appropriately delegating the responsibility of induction where necessary to ensure that all staff receive access to the departmental online induction; worksite and workgroup induction.
- reporting on the outcomes of the induction process to the Chief Executive through the corporations reporting obligation.

8.5 Employees

All new employees are responsible for:

- actively participating in the TAFE SA online induction and onboarding program; worksite and workgroup induction processes.
- initiating discussion and feedback with their manager/supervisor when required to address any issues, barriers inhibiting achievement of goals.

9 Review of TAFE SA policy

TAFE SA policies must undertake a full review process, including staff consultation and TAFE SA Executive/Board approval, at least every two years, but may be actioned earlier according to strategic priorities, reforms or feedback received.