

Induction

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Major changes/additions since the last version was approved are indicated by a vertical line in the left hand margin.

1 Introduction

1.1 Purpose

To ensure consistency in bringing new staff into the Ara kaupapa, values and working environment in order to facilitate a productive and satisfying working relationship for both the staff member and the Institute.

1.2 Scope and Application

This policy applies to all Ara employees when they are beginning their employment with the Institute and when they change their work area or level of responsibility.

1.3 Formal Delegations

As specified in the People and Development Delegations Schedule.

1.4 Definitions

Induction: a formal process carried out over the period from appointment for up to 12 months for introducing new employees to the organisation, their department and their role.

Orientation: A half day event, run by People and Development, designed to provide new employees with an overview of the organisation including site tours as appropriate.

Related Ara Procedures (P&D site on Infoweb) <ul style="list-style-type: none"> ER24 Staff Induction Checklist 	Related Ara Policies <ul style="list-style-type: none"> CPP203 Workload CPP212 Annual Appraisal CPP217 Professional Development CPP501 Health & Safety
Related Legislation or Other Documentation <ul style="list-style-type: none"> State Sector Act 1988 	Good Practice Guidelines
References	
Notes Management and staff may seek further advice regarding induction processes from: <ul style="list-style-type: none"> the Infoweb their immediate supervisor the designated HR Business Partner for their area People and Development Unit 	

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2 Principles

- 2.1 Induction plays a significant role in creating the foundation for a constructive working relationship between a staff member and the Institute.
- 2.2 Induction provides newly appointed staff with knowledge of the Institute, its values, core processes, alongside the practical information necessary for doing their job and becoming a productive and engaged employee.
- 2.3 Induction is critical to gaining performance levels that meet the needs of the Institute as quickly as possible.

3 Associated procedures for Ara Corporate Policy on: Induction

Contents:	3.1	General
	3.2	The Role of People and Development
	3.3	Role of the Line Manager
	3.4	Role of the Employee

3.1 General

- a Induction will include the following:
 - i An understanding of Ara kaupapa and values, its commitment to the Treaty of Waitangi and through the formal Mihi Whakatau at Orientation an introduction to Maori protocol.
 - ii Relevant Institute-wide policies and procedures
 - iii Mandatory training relating to health and safety and other essential or legal areas.

NOTE: Health and safety induction to the work area and tasks must be provided as soon as practicable but no later than within the first week.
 - iv Job information and training relating to the position.
 - v Introduction to relevant staff.
 - vi Introduction to the environment, facilities and services provided for the staff.

3.2 The Role of People and Development Unit

- a Institute-wide induction is provided by People and Development.
- b People and Development can provide templates for induction planning and is available to assist managers in planning an appropriate induction.
- c Ara orientation is co-ordinated by People and Development. All tenured staff are required to attend orientation. The Manager's responsibility regarding orientation is to enable a new employee to attend.

3.3 Role of the Line Manager

The Line Manager will:

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- a Devise a written induction plan, with an appropriate time frame, before a new employee starts work. It will be discussed with the employee on their first day and implementation will begin.
- b Complete the ER24 (Staff Induction Checklist) with the staff member and return the form to P&D.
- c Ensure that the employee has the time, direction and opportunity to effectively access Ara information, tools, systems and processes to appropriate level.
- d Ensure that any concerns of the employee regarding their induction are attended to and that there is follow-up on progress with adaptations to meet changing circumstances and needs.
- e At the completion of the plan all participants will evaluate the effectiveness of the induction.
- f Enable all new permanent employees to attend Orientation.
- g Discuss the need for induction into a changed role with a staff member when he/she has a significant change in employment conditions (e.g. from part time to proportional or full time, or a promotion).
- h Ensure contractors complete the online Health and Safety induction as a minimum.

3.4 Role of the Employee

The Employee will:

- a Take part in all aspects of the Induction Plan in the stated timeframe.
- b Actively seek out information and ensure they gain the knowledge needed.
- c Give feedback on progress.
- d Take any concerns about the induction content or process to their Line Manager in the first instance. If the concerns are not addressed the employee can refer them to the appropriate HR Business Partner.

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