



# Induction Template

[Name]

[Role]

[Location]





NEW STARTER : DEPARTMENTAL CHECKLIST				
PRIOR TO ARRIVAL	Who	Date	Complete✓	Comments
Ensure HR have received the following for new starter – CV, completed application form, details of 2 employment referees (including current/most recent employer), mandatory interview question response	Line Manager		<input type="checkbox"/>	
Ensure there is an up to date JD/KPIs for the role	Line Manager		<input type="checkbox"/>	
Confirm Official Start Date	HR		<input type="checkbox"/>	
Check Email Account Set up	IT		<input type="checkbox"/>	
Request IT Equipment	IT		<input type="checkbox"/>	Laptop Phone
Log on Details / Password – use of Email*	IT		<input type="checkbox"/>	
Request access to relevant drives and packages (SharePoint, OneDrive etc.)	IT		<input type="checkbox"/>	
Office Key	Facilities		<input type="checkbox"/>	
Set up Desk / Office Space	Line Manager		<input type="checkbox"/>	



NEW STARTER: DEPARTMENTAL CHECKLIST				
ON ARRIVAL (FIRST DAY IN DEPARTMENT*)	Who	Date	✓ Complete	Comments
<p>Confirm that Mandatory Training has been completed on Virtual College: <a href="#">Prevent, Safeguarding Everyone, FGM and Equality &amp; Diversity</a> (Managers must also complete: <a href="#">Safer Recruitment</a> and <a href="#">Safeguarding Leadership</a>)</p> <p>If not – arrange for <a href="#">Prevent, Safeguarding Everyone</a> (plus <a href="#">Safer Recruitment</a> for managers) is completed on Day 1.</p> <p>The remainder must be completed by the end of Week 1.</p>	Line Manager		<input type="checkbox"/>	
Department Tour / Introductions / Workstations*	Line Manager		<input type="checkbox"/>	
Kitchen / Canteen / Facilities & Smoking Area*	Line Manager		<input type="checkbox"/>	
Evacuation Procedure / Fire Assembly Point*	Line Manager		<input type="checkbox"/>	
Get Parking Pass*	Tracey Winter		<input type="checkbox"/>	
Security: Door Access codes / Alarms*	Line Manager		<input type="checkbox"/>	
Complete DSE (to complete with H&S Manager) *	Line Manager		<input type="checkbox"/>	
Reporting Absence (sick etc. / return to work forms)	Line Manager		<input type="checkbox"/>	
Annual Leave Entitlement / Requesting leave	Line Manager		<input type="checkbox"/>	
Re-emphasis on probationary period Inc. expectations	Line Manager		<input type="checkbox"/>	



NEW STARTER: DEPARTMENTAL CHECKLIST				
ON ARRIVAL (FIRST DAY IN DEPARTMENT*)	Who	Date	✓ Complete	Comments
Departmental Structure / Team Profile* Inc. Key Contacts Number	Line Manager		<input type="checkbox"/>	
Organisational Structures (Ops Board / Exec etc.)	Line Manager		<input type="checkbox"/>	
Employee Verification Document	Line Manager		<input type="checkbox"/>	To be completed on the first day.
Inform New Starter Who Their Buddy and Mentor will be	Line Manager		<input type="checkbox"/>	



## Key contacts to meet

- [Insert names and roles of key contacts – and schedule appointments into calendar below / and outlook]
- 
- 
- 
- 
- 
-



## Organisational Structure

[Insert Relevant Org Chart]



## Week 1-

Date:	Time	Item	Purpose
Monday			
		Virtual college – <a href="#">Safeguarding Everyone</a> and <a href="#">Prevent</a> (plus <a href="#">Safer Recruitment</a> for managers)	Undertake mandatory training, if this hasn't already been completed.
Tuesday			
Wednesday			
Thursday			
		Virtual college – <a href="#">FGM</a> and <a href="#">Equality &amp; Diversity</a> (plus <a href="#">Safeguarding Leadership</a> for managers)	Undertake mandatory training, if this hasn't already been completed.
Friday			



## Week 2-

Date:	Time	Item	Purpose
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			





# Delivery Staff Induction Policy

v1

March 2017

## 1. Overview

---

The purpose of this policy is to outline our commitment to new employees to have a structured and consistent Induction into the business. It focuses solely on the Induction for new 'delivery' staff (i.e. Assessors, Trainers or IQA's)

It is the aim of 3aaa to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy and guidelines aim to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

3aaa expects that the implementation of good induction practice by managers will:

- Enable new employees to settle into the business quickly and become productive and efficient members of staff within a short period.
- Ensure that new employees are highly motivated.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment, training and lost production.

## 2. The Process

---

The start of the Induction process begins once a new employee has already been recruited into the business.

It is the responsibility of the Line Manager to create an Induction plan for their new delivery staff member. The Induction plan should be a minimum of four weeks long and cover an array of scheduled activities. They include:

- **Scheduled workshops** – These consist of classroom based activity, run every calendar month, that are mandatory for all new delivery staff to attend. Workshop dates and venues are pre-planned and can be found on Page 2 on the CPD Matrix (**Appendix 1**) The Line Manager is responsible for booking new staff onto the Workshop days as well as any travel or accommodation requirements.
- **Academy Visits** – These will be scheduled in as per individual Induction plan. New staff will spend time with their Line Manager and will also meet other key people for them to fully understand their role and responsibilities.
- **Mentor/Buddy shadowing** - These will consist of shadowing a relevant, allocated mentor during their day to day role. New staff may be asked by their mentor to lead on certain activities for them to develop their competence and understanding.

- **Self-Study** – This will consist of online courses, self-reflection and additional research. HR are responsible for enrolling new staff onto any online courses deemed mandatory for each job role and will provide a deadline date. Induction Logbooks will need to be completed by all new staff members (see **4. Monitoring Progress**)

An email from the Line Manager to the Quality Manager is required to book a new delivery staff member onto a Workshop. The email should contain the following information:

Staff name, role and sector	Academy	Region	Start date	Assessor/Teaching Qualified? (Y/N)	Requested booking dates

The Quality Manager will email reply confirming booking to both the Line Manager and the new employee where possible.

The Quality Manager is responsible for sending out the Workshop preparation material, Introductory letter (**Appendix 2**) and the Induction Logbooks to all attendees at least 7 days prior to the first Workshop. Currently, this is completed via a web based platform called Edmodo.

### 3. The Support Team

The Support Team consists of existing employees in job roles that will be integral to the Induction Process:

- **Line Manager** – responsible for performance management and supporting new staff with any questions about their role, team, reporting and development requirements. They will work with the IQA's, Mentor and Induction Trainers to make sure the Induction plan is followed and fulfilled.
- **IQA (Internal Quality Assurer)** – will provide first-rate tailored support and development so new staff feel confident and competent to offer great customer service to key stakeholders, deliver an outstanding apprentice journey to every apprentice and meet their individual performance targets in line with role expectations.
- **Mentor/Buddy** – The allocated Mentor/Buddy is likely to be an experienced employee from the region. They will provide coaching, advice on the role and its practical aspects as well as a listening ear. Likely activity may include shadowing on site visits, observation of teaching and learning or assessment, eTrack training and signing off knowledge and competences.
- **HR Team** – The HR Team will answer any questions about the scheduled training, accommodation/travel requirements, starter paperwork, or any other HR related question. They will be the first port of call with questions regarding people matters, company policies or any safeguarding concerns that may arise.
- **Induction Trainers** – A team of experienced Trainers will run the scheduled workshops as well as sign off knowledge and competencies once met. The Induction Trainers are allocated workshops to deliver by the Quality Manager.

## 4. The Workshops

All delivery staff attend two Introductory Workshop days held on the 2nd Tuesday and Wednesday in the month. These are and will cover:

### **The Apprentice Journey** (delivered by Quality Managers) – 1 day

- The Apprentice Journey milestones
- Academy roles and responsibilities in relation to the milestones
- Individual Learning Plans
- Progress Review Action Plans (PRAP's)
- eTrack – The basics

### **Quality Assurance** (delivered by Lead IQA's) – 1 day

- Framework requirements
- The IQA Sampling Strategy
- Awarding Organisation requirements
- The Trailblazer Threshold
- eTrack – The IQA viewpoint
- eTrack upload of all Certificates and CV's (if possible)
- Identification of individual training requirements (e.g. Functional Skills, TAQA or Teaching)

All delivery staff that will be Assessing (i.e. completing work place visits) will attend an additional Workshop on the 3rd Tuesday and Wednesday of the month. These are and will cover:

### **Roles & Responsibilities of a 3AAA Assessor** (delivered by the Staff Development Lead and an IQA) – 2 days

- TAQA requirements
- Trailblazers
- OTLA
- eTrack – As an Assessor...
- Embedding Key Topics – Safeguarding and Prevent/British Values/Functional Skills
- Completion of CPD Academy Unit

All delivery staff that will be delivering classroom Training will attend an additional Workshop on the 4th/last Tuesday and Wednesday of the month. These are and will cover:

### **Roles & Responsibilities of a 3AAA Trainer** (delivered by any Learning Director) – 2 days

- Trailblazers – End-Point Assessment and Exam technique
- OTLA
- eTrack – As a Trainer...
- Embedding Key Topics – Safeguarding and Prevent/British Values/FS etc.
- Completion of CPD Academy Unit

Lesson plans and resources for all Workshops have been written and can be found on the Quality Team Onedrive (**Appendix 3**)

## 5. Further Support

---

Beyond the first month of Induction, we also commit to:

- Every Assessor will have an IQA Support visit within their second month. This will be sector specific and will cover any technical knowledge or understanding required. An IQA Support form (**Appendix 4**) will be completed and stored, detailing what support has been provided.
- Every Trainer will have a Learning and Development visit within their second or third month. This will cover expectations to reach outstanding teaching, learning and assessment.

## 6. Monitoring Progress

---

As part of the Induction process and to confirm that each new delivery staff member has reached certain milestones, a logbook relating to each Workshop will need to be signed off by a relevant member of staff. Each logbook contains a list of knowledge and competency performance indicators (PI) that each new employee will need to demonstrate they either know, understand or can show they can reach, before having that PI signed off by a competent member of staff.

The logbooks are:

- 3aaa Apprentice Journey Logbook (**Appendix 5**)
- 3aaa Quality Assurance Logbook (**Appendix 6**)
- 3aaa Assessor Logbook (**Appendix 7**)
- 3aaa Trainer Logbook (**Appendix 8**)
- 3aaa Glossary of Terms (**Appendix 9**)

Each logbook also contains a self-reflection exercise at the back designed for new staff to document what new learning has taken place as well as space to write questions to ask or good practice to share with others.

A timeframe of two months is ample for all logbooks to be completed and uploaded to their eTrack account. The Line Manager is responsible for making sure the logbooks are completed, uploaded and used as part of the monthly performance management meetings.

## 7. Feedback

---

After every cohort of new employees, an electronic feedback form will be sent via email to all participants. This is to capture key strengths, areas for improvement and success stories for future development of the Induction.

It is the Learning Directors responsibility to send out the feedback link to all participants, review the responses on a quarterly basis and report back to the Quality Team.

## 8. Appendix

### 1. CPD Matrix (Page 2)



**INDUCTION**

This is for all new staff members who start with 3aaa Apprenticeships from August 2016. It is mandatory for all new staff to complete and is delivered in regional workshops by internal experts. This is timetabled as below.

April 17	May 17	June 17	July 17
11th - Milton Keynes	9th - Worcester	13th - Birmingham	11th - Milton Keynes
12th - Milton Keynes	10th - Worcester	14th - Birmingham	12th - Milton Keynes
18th - Birmingham	16th - Milton Keynes	20th - Stoke	18th - Birmingham
19th - Birmingham	17th - Milton Keynes	21st - Stoke	19th - Birmingham
25th - Worcester	23rd - Birmingham	27th - Milton Keynes	25th - Stoke
26th - Worcester	24th - Birmingham	28th - Milton Keynes	26th - Stoke

Trainer/Assessor Workshop - The Apprentice Journey  
 Trainer/Assessor Workshop - Internal Quality Assurance  
 Assessor Workshop - Roles & Responsibilities (Day 1)  
 Assessor Workshop - Roles & Responsibilities (Day 2)  
 Trainer Workshop - Roles & Responsibilities (Day 1)  
 Trainer Workshop - Roles & Responsibilities (Day 2)

2. 3aaa Induction Introductory letter - [https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/\\_layouts/15/WopiFrame.aspx?sourcedoc=%7B14FD57AB-E7E0-4DDD-B964-D254A6010C89%7D&file=3aaa%20Introductory%20Letter.docx&action=default](https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/_layouts/15/WopiFrame.aspx?sourcedoc=%7B14FD57AB-E7E0-4DDD-B964-D254A6010C89%7D&file=3aaa%20Introductory%20Letter.docx&action=default)
3. Quality Team Onedrive – Link for all lesson plans, resources and workshop registers <https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fqualityteam%2FShared%20Documents%2FManagement%2FAssessor%20and%20Trainer%20Induction>
4. IQA Support form - [https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/\\_layouts/15/WopiFrame.aspx?sourcedoc=%7BCF4BE631-4A4A-45C7-A048-F5BB1CA8BA75%7D&file=2016-04-16%20IQA%20Support%20Form.docx&action=default](https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/_layouts/15/WopiFrame.aspx?sourcedoc=%7BCF4BE631-4A4A-45C7-A048-F5BB1CA8BA75%7D&file=2016-04-16%20IQA%20Support%20Form.docx&action=default)
5. 3aaa Apprentice Journey Logbook - [https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/\\_layouts/15/WopiFrame.aspx?sourcedoc=%7BE6C05221-1D08-4551-97EF-E472B4C463F5%7D&file=3aaa%20Apprentice%20Journey%20Logbook.docx&action=default](https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/_layouts/15/WopiFrame.aspx?sourcedoc=%7BE6C05221-1D08-4551-97EF-E472B4C463F5%7D&file=3aaa%20Apprentice%20Journey%20Logbook.docx&action=default)
6. 3aaa Quality Assurance Logbook - [https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/\\_layouts/15/WopiFrame.aspx?sourcedoc=%7BB8E9C0EA-C084-4375-A3EF-894C07064865%7D&file=3aaa%20Quality%20Assurance%20Logbook.docx&action=default](https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/_layouts/15/WopiFrame.aspx?sourcedoc=%7BB8E9C0EA-C084-4375-A3EF-894C07064865%7D&file=3aaa%20Quality%20Assurance%20Logbook.docx&action=default)
7. 3aaa Assessor Logbook - [https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/\\_layouts/15/WopiFrame.aspx?sourcedoc=%7B061C332A-CC31-403E-8277-9F781FF43E34%7D&file=3aaa%20Assessor%20Logbook.docx&action=default](https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/_layouts/15/WopiFrame.aspx?sourcedoc=%7B061C332A-CC31-403E-8277-9F781FF43E34%7D&file=3aaa%20Assessor%20Logbook.docx&action=default)



8. 3aaa Trainer Logbook -  
[https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/\\_layouts/15/WopiFrame.aspx?sourcedoc=%7BA3E5B02D-AFD8-4AA4-99F3-BCCD28F131F3%7D&file=3aaa%20Trainer%20Logbook.docx&action=default](https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/_layouts/15/WopiFrame.aspx?sourcedoc=%7BA3E5B02D-AFD8-4AA4-99F3-BCCD28F131F3%7D&file=3aaa%20Trainer%20Logbook.docx&action=default)
9. 3aaa Glossary of Terms -  
[https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/\\_layouts/15/WopiFrame.aspx?sourcedoc=%7B1BC5C73F-EFAC-4A0B-BFDD-187C6F3EBFBD%7D&file=3aaa%20Glossary%20of%20Terms.docx&action=default](https://aspireachieveadvancelimited.sharepoint.com/sites/qualityteam/_layouts/15/WopiFrame.aspx?sourcedoc=%7B1BC5C73F-EFAC-4A0B-BFDD-187C6F3EBFBD%7D&file=3aaa%20Glossary%20of%20Terms.docx&action=default)

# INDUCTION

[Name]

[Role]

[Location]





NEW STARTER: DEPARTMENTAL CHECKLIST				
PRIOR TO ARRIVAL	Who	Date	Complete✓	Comments
Confirm Official Start Date & retrieve: <ul style="list-style-type: none"> <li>• Home address</li> <li>• Email address</li> <li>• Date of birth</li> <li>• Personal mobile number</li> </ul> Ask the new employee to provide the following documents to be brought with them on day 1: <ul style="list-style-type: none"> <li>• 2 forms of ID (Passport, Driving Licence)</li> <li>• 1 form of Proof of Address (a utility bill in the employee's name dated with the last 3 months)</li> </ul> Send all this documentation to HR complete with a copy of the RAF.	Line Manager	-----	<input type="checkbox"/>	Send to HR
Request IT Equipment	IT	-----	<input type="checkbox"/>	- Laptop - Phone
Request Log on Details / Password – use of Email*	IT	-----	<input type="checkbox"/>	
Request access to relevant platforms and packages (SharePoint, OneDrive, eTrack, Virtual College, CPD Academy)	IT	-----	<input type="checkbox"/>	

<b>NEW STARTER: DEPARTMENTAL CHECKLIST Led by Delivery Manager</b>			
<b>Week 1 – Day 1</b>	<b>Who</b>	<b>Date</b>	<b>Complete</b>
Academy Tour / Introductions / Workstations	Line Manager	-----	<input type="checkbox"/>
Kitchen / Canteen / Facilities & Smoking Area	Line Manager	-----	<input type="checkbox"/>
Evacuation Procedure / Fire Assembly Point	Line Manager	-----	<input type="checkbox"/>
Security: Door Access codes / Alarms	Line Manager	-----	<input type="checkbox"/>
Office/Car Park Key/Fob	Academy Function	-----	<input type="checkbox"/>
Organisational Structure (Board / C-Level etc.)	Line Manager	-----	<input type="checkbox"/>
Cluster Structure / Team Profile <i>Inc. Key Contacts</i>	Line Manager	-----	<input type="checkbox"/>
Academy Structure / Team Profile <i>Inc. Key Contacts</i>	Line Manager	-----	<input type="checkbox"/>
Set up Desk / Office Space	Line Manager	-----	<input type="checkbox"/>
Complete DSE	H&S Manager	-----	<input type="checkbox"/>
Support with setting up IT (Laptop and phone)	Line Manager/ IT	-----	<input type="checkbox"/>
Add to relevant email group for broadcast emails from HO	IT	-----	<input type="checkbox"/>
Check access to relevant platforms and packages (Email, SharePoint, CPD Academy)	Line Manager/IT	-----	<input type="checkbox"/>
Annual Leave Entitlement / Requesting leave	Line Manager	-----	<input type="checkbox"/>
Reporting Absence (sick etc. / return to work forms)	Line Manager	-----	<input type="checkbox"/>
Claiming Expenses/Bonus	Line Manager	-----	<input type="checkbox"/>
Introduction to mandatory virtual college training; <ul style="list-style-type: none"> <li>○ An Introduction to FGM, forces marriage, Spirit Possession and Honour Based Violence</li> <li>○ Equality, Diversity and Inclusion in the Workplace</li> <li>○ Awareness of Forces Marriages</li> <li>○ Trafficking, Exploitation and Modern Slavery</li> <li>○ Understanding Pathways to Extremism and the Prevent Programme</li> <li>○ Safeguarding Everyone - Protecting Young Children, People and Adults at Risk</li> <li>○ Safeguarding Children from Abuse by Sexual Exploitations</li> </ul>	Line Manager	-----	<input type="checkbox"/>
Discuss the role responsibilities, KPIs, bonus & ways of working etc	Line Manager		<input type="checkbox"/>

<b>NEW STARTER: DEPARTMENTAL CHECKLIST      Led by Delivery Manager</b>			
<b>Week 1 – Day 1</b>	<b>Who</b>	<b>Date</b>	<b>Complete</b>
Identify where the staff member is on the career stage matrix <ul style="list-style-type: none"> <li>○ Line manager to contact their Teaching and Learning Consultant</li> </ul>	Line Manager	-----	<input type="checkbox"/>
Skills Scan <ul style="list-style-type: none"> <li>○ Give staff member access to BKSB</li> <li>○ Set up new staff member for initial assessment</li> <li>○ Line Manager to review results to determine additional support required</li> <li>○ New staff to work towards their functional skills</li> </ul>	Line Manager	-----	<input type="checkbox"/>
Line manager to book new staff member on the induction workshops delivered by the Quality Team and build into induction schedule below	Line Manager	-----	<input type="checkbox"/>
Line manager to review and send new starter folder to the new member of staff <ul style="list-style-type: none"> <li>○ New starter folder is provided by the Quality Team and can be found on the memory stick from the training on the 7<sup>th</sup> and 8<sup>th</sup> August 2017</li> </ul>	Line Manager	-----	<input type="checkbox"/>
Review Induction week ahead – whereabouts, activity & HO visit	Line Manager	-----	<input type="checkbox"/>

NEW STARTER: DEPARTMENTAL CHECKLIST Led by Delivery Manager			
Week 1 – Day 2	Who	Date	Complete
Provide the new member of staff with key contacts from the Quality Team; <ul style="list-style-type: none"> <li>○ Internal Quality Assurer (IQA)</li> <li>○ Quality Manager</li> <li>○ Teaching and Learning Consultant</li> <li>○ Education Lead</li> </ul> Line Manager to give an overview of their role	Line Manager	-----	<input type="checkbox"/>
Complete mandatory training on virtual college; <ul style="list-style-type: none"> <li>○ An Introduction to FGM, forces marriage, Spirit Possession and Honour Based Violence</li> <li>○ Equality, Diversity and Inclusion in the Workplace</li> <li>○ Awareness of Forces Marriages</li> <li>○ Trafficking, Exploitation and Modern Slavery</li> <li>○ Understanding Pathways to Extremism and the Prevent Programme</li> <li>○ Safeguarding Everyone - Protecting Young Children, People and Adults at Risk</li> <li>○ Safeguarding Children from Abuse by Sexual Exploitations</li> </ul>	Line Manager	-----	<input type="checkbox"/>
Provide company policies and documentation aligned to job role; <ul style="list-style-type: none"> <li>○ Prevent and Safeguarding Policy 2017 - 2018</li> <li>○ Observation of Teaching, Learning and Assessment Policy 2017 – 2018</li> <li>○ Quality Framework – Academy Network 2017 – 2018</li> <li>○ Quality Framework – Levy Network 2017 – 2018</li> <li>○ Progress Reviews and Action Plans (PRAP)</li> <li>○ Learning and Development Review (LDR)</li> </ul>	Line Manager	-----	<input type="checkbox"/>

NEW STARTER: DEPARTMENTAL CHECKLIST Led by Delivery Manager			
Week 1 – Day 3	Who	Date	Complete
Recap of Previous Day's Training	Line Manager	-----	<input type="checkbox"/>
Complete unit 1 and unit 2 on CPD Academy; <ul style="list-style-type: none"> <li>○ Aims and objectives</li> <li>○ Lesson plans</li> </ul>	Line Manager	-----	<input type="checkbox"/>
Review resources for own curriculum area on SharePoint	Line Manager	-----	<input type="checkbox"/>

<b>NEW STARTER: DEPARTMENTAL CHECKLIST      Led by Delivery Manager</b>			
<b>Week 1 – Day 4</b>	<b>Who</b>	<b>Date</b>	<b>Complete</b>
Recap of Previous Day's Training	Line Manager	-----	<input type="checkbox"/>
Review resources for own curriculum area on SharePoint	Line Manager	-----	<input type="checkbox"/>

<b>NEW STARTER: DEPARTMENTAL CHECKLIST      Led by Delivery Manager</b>			
<b>Week 1 – Day 5</b>	<b>Who</b>	<b>Date</b>	<b>Complete</b>
Recap of Previous Day's Training	Line Manager	-----	<input type="checkbox"/>
Review resources for own curriculum area on SharePoint	Line Manager	-----	<input type="checkbox"/>
Recap all KPIs & 3, 6 Month expectations in probation period	Line Manager	-----	<input type="checkbox"/>
Q&A to identify further development needs	Line Manager		<input type="checkbox"/>
Review Induction week ahead – whereabouts, activity	Line Manager		<input type="checkbox"/>

NEW STARTER: DEPARTMENTAL CHECKLIST Led by Delivery Manager			
WEEK 2			
Day 1	Day 2	Day 3	Day 4
<i>Insert Academy Location</i>	<i>Insert Academy Location</i>	<i>Insert Academy Location</i>	<i>Insert Academy Location</i>
Shadow a member of staff from own curriculum area for one day*	Shadow a member of staff from own curriculum area for one day*	Shadow a member of staff from a different curriculum area for one day*	Shadow a member of staff from a different curriculum area for one day*

*\*Liaise with your teaching and learning consultant for support on which staff members to shadow and what areas to consider are*

NEW STARTER: DEPARTMENTAL CHECKLIST Led by Delivery Manager			
Week 2 Day 5	Who	Date	Complete
Recap on Week 1 & Week 2 training & activity	Line Manager	-----	<input type="checkbox"/>
Reflect on good practice identified on days 1, 2, 3 and 4 of week 2	Line Manager	-----	<input type="checkbox"/>
Complete unit 3 and unit 4 on CPD Academy; <ul style="list-style-type: none"> <li>○ Structuring sessions</li> <li>○ Assessment for learning</li> </ul>	Line Manager	-----	<input type="checkbox"/>
Review resources for own curriculum area on SharePoint	Line Manager	-----	<input type="checkbox"/>
Start planning for own classroom delivery and / or workplace visits	Line Manager	-----	<input type="checkbox"/>
Identify gaps & action plan to embed further training	Line Manager	-----	<input type="checkbox"/>

NEW STARTER: DEPARTMENTAL CHECKLIST Led by Delivery Manager			
WEEK 3			
Day 1	Day 2	Day 3	Day 4
<i>Insert Academy Location</i>	<i>Insert Academy Location</i>	<i>Insert Academy Location</i>	<i>Insert Academy Location</i>
Observe an Apprentice Journey Conference (AJC)*	Line manager to arrange a remote Teaching and Learning Consultant Support Visit*	Line manager to arrange a remote Internal Quality Assurer Support Visit*	Caseload review / handover with line manager

*\*Subject to change due to availability with Teaching and Learning Consultant / Internal Quality Assurer*

NEW STARTER: DEPARTMENTAL CHECKLIST Led by Delivery Manager			
Week 3 Day 5	Who	Date	Complete
Recap on Week 3 training & activity	Line Manager	-----	<input type="checkbox"/>
Complete unit 5 and unit 6 on CPD Academy; <ul style="list-style-type: none"> <li>○ Embedding and Promotion</li> <li>○ Differentiation</li> </ul>	Line Manager	-----	<input type="checkbox"/>
Start planning for own classroom delivery and / or workplace visits	Line Manager	-----	<input type="checkbox"/>
Identify gaps & action plan to embed further training	Line Manager	-----	<input type="checkbox"/>

NEW STARTER: DEPARTMENTAL CHECKLIST Led by Delivery Manager			
WEEK 4			
Day 1	Day 2	Day 3	Day 4
Consolidation of induction activities	Start planning for own classroom delivery and / or workplace visits	Start planning for own classroom delivery and / or workplace visits	Start planning for own classroom delivery and / or workplace visits

NEW STARTER: DEPARTMENTAL CHECKLIST Led by Delivery Manager			
Week 4 Day 5	Who	Date	Complete
Recap on induction workshops delivered by the Quality Team <ul style="list-style-type: none"> <li>○ Identify good practice to adopt</li> </ul>	Line Manager	-----	<input type="checkbox"/>
Start planning for own classroom delivery and / or workplace visits	Line Manager	-----	<input type="checkbox"/>
Identify gaps & action plan to embed further training	Line Manager	-----	<input type="checkbox"/>