PROVIDER NAME:	CCT College Dublin (CCT)	
POLICY AREA:	Standard 8: Quality Assurance of Teaching Staff and Human Resources	
Policy and Procedure Title: Induction of New Staff	**Policy No**: CCTP802	**Version:** 1.1

Policy Statement

CCT will provide training and induction that will familiarise new staff members with current CCT's staff members, the working environment and College policy, procedures and operating practices. The induction is also used as a means of ensuring all new staff are familiar with the primary values of integrity, honesty and fairness esteemed by the College.

All staff are issued with a staff handbook and a schedule of induction meetings and activities is devised by the SMT, reflecting the role of the new employee.

CCT recognises that to support employees to feel a sense of belonging and a valued member of the team it is important to issue them with key information, facilitate understanding of the College structure and processes and enable the successful development of peer relationships. Induction is seen as an important tool in promoting an inclusive and welcoming work environment.

Induction is also viewed by the management team as the first important step on the ladder of professional development and career development which the College encourages and supports through the annual appraisal process, provision of in-house staff development, and support for participation in external professional development and scholarship.

Definitions and Principles

Induction – the introduction of new staff members to the College, its community, policy and procedures, values and practices.

Staff Involved

All full time and part time staff

Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness
1 All new employees will receive formal induction training. The overall purpose of induction training is to familiarise new members of staff with all aspects of their job and new working environment. CCT recognises that the induction process is a very active one especially for the first month of employment. 2 For each new employee a member of SMT is assigned as the point of contact and holds responsibility for coordinating the induction programme for that employee.	Senior Management Team	Induction schedule

3 On the employee's first day they will be met by the assigned member of staff, provided with a copy of the staff handbook and given a tour of the campus, including an introduction to their own office space and facilities. An initial induction meeting will also take place with the assigned SMT member to explain the induction plan and go through key information.

4. The employee will be provided with a schedule of meetings over the duration of the week. The meetings will as minimum, include a meeting with each member of the SMT. The purpose of the meetings is to:
- Discuss the area for which the manager has responsibility

- Identify how the employee's role will integrate with that area

- Introduce them to key documents, resources, systems or processes

- Introduce them to the staff in their department.

5. A meeting is also arranged with the President where the employee will be provided with information to assist in understanding the College structures, culture, mission, goals and daily operation of the college. In addition, new employees will be briefed on strategic plans, information on relevant legislation, and health, safety and welfare at work.

6. As part of welcoming a new staff member to the College the SMT member responsible will seek to arrange an informal, social meeting where immediate team members and the new employee will meet for coffee or lunch.

7. An experienced staff member will be appointed as a mentor to the new employee and the main role of the mentor will be to provide guidance, support, advice and feedback particularly over the first month.

8. For new lecturing staff in-class observation is an option available during induction period, and beyond, whereby they can receive advice and constructive feedback. Additional supports can also be secured from the Head of Faculty and through the Centre for Teaching and Learning.

Observation records / feedback

9. Each new employee will have an end of induction meeting with the assigned SMT member and the effectiveness of the induction programme will be evaluated through a feedback discussion. Where it is apparent additional input and support is required, or where this is requested, appropriate arrangements will be implemented.

10. All new employees are appointed for an initial probationary term. During this period, the employee will have regular meetings with their line manager and will continue to be provided with information, support and guidance to assist them in their new role.

Probation sign off

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
Senior Management Team	Annual	Staff feedback, Ongoing Performance Review, Appraisal Performance

POLICY CONTROL SHEET

Policy Title	Induction
Responsible Officer(s)	SMT
Issuance Date	August 2018
Effective Date	August 2018
Last Review Date	July 2019
Supersedes	Version 1
Next Review Date	August 2024
Designated Reviewer(s)	Dean of Academic Affairs, College President
Scope	Internal staff (full and part time);

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
Version 1.1	April 2018	Updated to reflect revised induction programme and the introduction of the Centre for Teaching and Learning for provision of ongoing supports.	Senior Management Team	Academic Council

References upon which the Policy section is based

CCT Policy area	Quality Assurance of Teaching Staff & Human Resources
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, Relevant QQI Standards and Guidelines
Related CCT Policies / Forms	