Induction Training

1. POLICY STATEMENT

1.1 The PPA recognises the importance of providing each of its new employees with a suitable structured Induction programme. This policy ensures all staff are clear about the requirements of their role and ensures all staff have an overall understanding of the organisation.

2. PRINCIPLES

2.1 This policy covers all employees of the PPA and to those who have recently changed role within the PPA.

2.2 The policy and procedure will be reviewed periodically by the Human Resources department and UNISON giving due consideration to legislative changes.

2.3 In accordance with the PPA Equal Opportunities policy this procedure will not discriminate either directly or indirectly on the grounds of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion, belief, age, union membership, disability, offending background or any other personal characteristic.

3. PROCEDURE

3.1 The induction programme will normally take place within the first 6 months of their employment with in the PPA, however all areas will be completed within 12 months.

3.2 The length and nature of the induction process can be tailored to the individual depending on the complexity of their role, nature of the department and if they are a new or current employee.

3.3 The induction programme consists of 2 stages:

The first stage of the induction may be delivered by the individuals line manager, directorate representative or the divisional training manager. It can also be delivered on a one–to-one basis or in-groups where more than one person has been recruited.

At this stage managers must decide how the induction programme should be tailored to the individual's needs. Areas to be covered can be found in the Quality Manual located on the Intranet.

The second stage of the induction should take place within the first 6 months of employment and is a full day's interactive session. Areas covered include:

- Corporate Appraisal Scheme
- Equality and Diversity Training
- Health and Safety / Ergonomic Training

3.4 The manager's may wish to decide to enhance the individual's development by adding further relevant areas to the induction programme in the first 12 months, for example;

- Head office visits incorporating training on the various directorates within the PPA.
- Visit to one of the processing divisions

4. RESPONSIBILITIES

4.1 It is the responsibility of the line manager to ensure that new employees take part in an appropriate induction programme, although it is not expected that they will cover all elements personally.

4.2 It is also the responsibility of the individual to ensure they take part in all elements of the induction relevant to them. This may include arranging meetings and recording completion of tasks required.

4.3 All those with induction responsibilities should familiarise themselves with the Guidance Notes to be found in the Quality Manual (QMS) and HR Homepage on the Intranet.