

Name of Policy	Staff Induction Policy
Description of Policy	<i>This policy covers the requirements of new staff induction and orientation at ACU.</i>
<input type="checkbox"/> New Policy	<input checked="" type="checkbox"/> Revision
Description of Revision	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>

Human Resources Directorate

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1. Background Information

Australian Catholic University recognises that effective induction is critical to ensuring that staff are able to contribute to the University's Mission, are aware of their legal obligations as members of the staff of the University and are able to undertake their work roles quickly and effectively. The University is committed to providing induction to all new members of the University staff.

The University recognises that successful induction is a responsibility shared between the nominated supervisor and the commencing staff member, supported by colleagues in the relevant organisational unit and by other areas of the University including the relevant Deputy Vice-Chancellors and the Human Resources.

The overall aims of the University's induction program are to:

- welcome and introduce the staff member to the culture, ethos, community and organisational structure of the University;
- clarify the staff member's role and responsibilities;
- equip the staff member to become a productive member of staff as quickly as possible; and
- ensure that the staff member understands her or his responsibilities and the legal requirements associated with employment at the University.

2. Policy Statement

The Induction Program for new staff at ACU will provide a mechanism for introducing the new staff member to their role and responsibilities and to the ACU Mission, environment and community, so they become a productive member of staff as quickly as possible. Undertaking and completing the ACU Induction Program, including successful completion of required on-line learning modules, within the first six months is a condition of employment for all new staff of ACU to whom this Policy applies (see Section 4 below).

3. Policy Purpose

The purpose of this policy is to articulate ACU's interest in inducting its staff and to outline the process and responsibilities for successful induction. This policy also endeavours to emphasise the responsibility of new staff members towards complying with the requirements laid down for successful completion of the University's on-line learning modules.

4. Application of Policy

This policy, in whole or part, applies to:

- (1) all continuing and fixed term General and Academic staff; and
- (2) casual (or sessional) members of the University staff who are commencing employment with the University for the first time and who will be engaged, in the first instance, for a period greater than one month.

All staff to whom this Policy applies will be enrolled in the ACU Induction Program from the commencement of their employment for six month, during which time they are required to complete the requirements for induction.

5. Procedures

5.1 Program Components

There are four components to the induction program at ACU:

5.1.1 Human Resources

Human Resources staff will ensure the provision of the contract of employment and also ensure that the necessary information and documentation required to employ the new staff member and to facilitate payment of salary is completed. The Letter of Offer to the prospective staff member will include details of the requirement to participate in and complete the ACU Induction Program within the first six months of her or his employment with ACU. The new staff member's nominated supervisor will also be advised of this requirement.

5.1.2 Workplace Induction

The nominated supervisor will provide the new staff member with local workplace induction during the first weeks of employment. This will cover, but not be limited to:

- Job requirements
- Health and safety
- Workplace harassment, discrimination and equity
- Workstation, email and communication systems
- Local workplace issues/customs
- Working conditions, processes and procedures
- Performance Development.

5.1.3 Web-based Induction

This web site is being developed to provide the new staff member with easily accessible, relevant and up-to-date information about the University as a whole. It is designed to supplement the information gained at the workplace and at University Orientation workshops.

Also included are a range of on-line training modules which a new staff member is required complete within the nominated time frame. These modules are part of the University's obligation towards equipping its staff to comply with all relevant statutory and legal requirements the subject of these modules may change over time. However they will cover topics related to relevant legislation such as workplace discrimination and harassment, occupational health and safety, bullying and trade practices. The on-line modules are designed to equip the new staff member with the basic underlying principles and understanding of the legislation which governs the University and as a consequence they are compulsory. There is a time-frame within which each individual module must be completed and this time-frame will be communicated to each new staff member. All new staff members are required to complete these on-line modules within the stipulated time-frame.

For casual (sessional) academic staff, a Sessional Induction Package is available on the myACU Teaching and Learning page.

5.1.4 University Orientation

Orientation workshops have been designed for all continuing and fixed term General and Academic staff at any level who are new to the University. These workshops are designed to supplement the information gained at the workplace and on-line.

Three workshops will cover:

- the Mission and history of the University,
- terms and conditions of employment and
- equal opportunity and occupational health and safety.

A separate workshop for new supervisors will cover the roles and responsibilities of supervisors at ACU. This workshop will be available to all new supervisors including those appointed to supervisory positions from within ACU. University orientation workshops will be held several times a year in key locations.

5.2 Roles and Responsibilities

Responsibility for the various components of the ACU Induction Program rests with a range of positions and organisational work units. These are outlined below:

5.2.1 Nominated Supervisor

The nominated supervisor is the key person in the induction process and has responsibility for the overall conduct of the induction process including:

- notifying Campus Operations and IT of the staff member's forthcoming start date and campus location, in order that keys, computer access and email accounts may be organised before the staff member commences;
- ensuring that an ergonomically sound and appropriately equipped work environment is provided for the commencing staff member;
- welcoming the new staff member to the University and to the work unit;
- Introducing the new staff member to work colleagues;
- ensuring that the new staff member has a clear understanding of her or his role and responsibilities, including the Academic Performance Planning and Review Process for academic staff or completion of a Performance Plan (PP) as part of the Performance Development Program (PDP) for general staff;
- clarifying the requirements of any probationary period;
- providing the new staff member with documents or web addresses for accessing relevant information;
- completing the on-line 30 Day Review;
- ensuring that the new staff member attends orientation workshops and completes the required on-line training modules and any necessary documentation within the stipulated time-frame.

The nominated supervisor may delegate all or part of the Induction Process to an assistant supervisor. However, responsibility including sign-off of all relevant documents remains with the nominated supervisor.

5.2.2 Staff Member

As a condition of their employment, the new staff member is responsible for:

- participating in and completing the induction program in consultation with their nominated supervisor;
- timely attendance at orientation workshops;
- completion of required on-line learning modules within the stipulated time-frame;
- completion of web-based induction material within the specified time-frame;
- completion of the Induction Checklist for New Staff Members within the stipulated time-frame;
- completion of any required documentation within the stipulated time-frame.

5.2.3 Human Resources

Staff of the Human Resources are responsible for:

- issuing Offers of Appointment letters which contain details of the ACU Induction Program (ACUIP);
- advising nominated supervisors that a new staff member has been enrolled in the ACU Induction Program (ACUIP);
- registering the new staff member on the PayGlobal Induction Module so the new staff member can be scheduled to attend the next available orientation workshops;
- registering the new staff member for the on-line learning modules and advising the new staff member of the stipulated time frame within which the on-line

modules must be completed, as well as maintaining a record of on-line training undertaken and successfully completed;

- participating in Mission and other University orientation training as required;
- following up any new staff who have not completed the Induction Program or attended orientation workshops within the specified time frame;
- assisting nominated supervisors as necessary in the implementation of the ACUIP.

5.2.4 The Learning and Development Unit (L&D) is responsible for:

- scheduling and arranging the University orientation workshops as part of the Annual Learning & Development Program;
- participating in the University orientation workshops as required;
- advising the new staff member when they are scheduled to attend University orientation workshops;
- advising the new staff member of the details of their on-line learning requirements (including log-on details and time frames);
- maintaining records of attendance and participation in all ACU Induction and orientation activities;
- monitoring and reporting on the implementation of the ACU Induction Program.

5.2.5 Deputy Vice-Chancellors

The Deputy Vice-Chancellor in each State supports the University's Induction Program by hosting and participating in the Mission Workshops and introducing the Code of Conduct for All Staff.

5.2.6 Campus Ministers

Campus Ministers, working with the Deputy Vice-Chancellor in each State, support the University's induction program by participating in the Mission Workshops.

5.2.7 Campus Operations

Campus Operations is responsible for allocating work spaces and facilities, issuing keys and, where applicable, other security equipment, for new staff as requested by the nominated supervisor.

5.2.8 IT

IT is responsible for issuing computer and email accounts for new staff as requested by the nominated supervisor.

5.2.9 Other Staff

When called upon to do so, other staff will be invited to participate in the ACU Induction Program in various roles including as panel members on the Mission Workshop to talk about how the Mission influences their work.

5.2.10 All Faculties and Directorates

All Faculties and Directorates are responsible for ensuring that the information about their Faculty and Directorate on the ACU webpage is current and accurate.

6. Policy Review

The University will develop a process for reviewing the effectiveness of this policy. Where applicable, the review will take account of necessary changes to other relevant University policies and procedures. To assist such considerations, a staff member wishing to

suggest improvements to this Policy and Procedures is invited to forward his/her suggestions to the Director, Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding the Staff Induction and Orientation Policy and Procedures should first consult their nominated supervisor. Should further advice be needed, they should contact the Director, Human Resources.