

Employer checklist & student induction



✓	Task
<input type="checkbox"/>	Complete the relevant paperwork with the school or registered training organisation
<input type="checkbox"/>	Confirm duration, dates and job role for students work placement
<input type="checkbox"/>	Appoint a workplace supervisor
<input type="checkbox"/>	Consult with staff to determine relevant activities that the student can safely undertake
<input type="checkbox"/>	Conduct workplace induction for the student
Student workplace induction It is expected that each student will be given an induction to their particular industry work placement prior to or when commencing their work placement. The following should be included:	
<input type="checkbox"/>	provide a description of the business - Products and services offered, opening hours
<input type="checkbox"/>	outline the management structure and introduce the student to key personnel, other staff members and their workplace supervisor
<input type="checkbox"/>	discuss the duties and responsibilities of their job role
<input type="checkbox"/>	discuss workplace behaviour requirements and expectations, work rules and conditions – start, finish and break times, language, attitude and mobile phones
<input type="checkbox"/>	explain the dress standards applicable to the job role and workplace - uniform and presentation
<input type="checkbox"/>	demonstrate the safety requirements applicable to the job role and workplace and provide any required PPE
<input type="checkbox"/>	discuss relevant workplace policies and procedures – emergencies, evacuation, telephone use, internet use , grievances (who to speak with if there is an issue/problem)
<input type="checkbox"/>	conduct a site visit of the workplace and its facilities, including toilets, staff areas, change room
<input type="checkbox"/>	discuss the procedures for non-attendance

This induction will ensure that the student remains safe, as well as assisting them to make a quick and efficient transition to the work place environment. Industry induction completed:

Supervisor name

Business name

Position

Date of induction

Supervisor signature

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