

Induction

POLICY AND PROCEDURE

1. Purpose of this policy

- 1.1. Subee Newlake recognises the importance of induction to assist new workplace participants to settle into the workplace and to inform new workplace participants about Subee Newlake and Subee Newlake policies.
- 1.2. The purpose of this Induction Policy is to outline the induction process that all new workplace participants of Subee Newlake will participate in on commencement of employment.

2. Scope

- 3.1 This Induction Policy applies to employees, agents and contractors (including temporary contractors) of Subee Newlake, collectively referred to in this Induction Policy as 'workplace participants'.
- 3.2 This Induction Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for services.

3. The Induction Process

- 4.1 The induction process will typically comprise 4 phases and occurs on the first day of the workplace participants employment/engagement.
- 4.2 Phase 1 involves completion of relevant paperwork such as payroll details and tax file declaration etc. Refer to Employee Induction Form and also provide relevant certificates, checks and identification documents.
- 4.3 Phase 2 involves completion of an induction session that covers a range of topics and policies about Subee Newlake. Refer to Subee Newlake Induction Pack and Employee Handbook.

- 4.4 Phase 3 involves workplace participants receiving an overview of rosters structure by the Rosters team to assist them with reading their schedule, expectations around shifts and relevant processes.
- 4.5 Phase 4 involves completion of online training, this will vary depending on their role. Employees will complete Ausmed modules based on the Support Worker Training Schedule and also complete NDIS Worker Orientation Certificate and NDIS Enjoyable and Safe Meals module.

5. Phase 1 – Paperwork and Required Documentation

- a. Phase 1 of Subee Newlake's induction process involves new workplace participants completing necessary paperwork, to ensure the new workplace participant can be established on Subee Newlake's database.
- b. The paperwork may include completing:
 - a) an employment declaration form;
 - b) contact details;
 - c) emergency contact details;
 - d) details of banking information;
 - e) superannuation documentation;
 - f) tax file number declaration
- 5.4 The certificates, checks or identification documents may include but are not limited to:
 - a) Certificate III in relevant area or relevant education verification, First Aid;
 - b) NDIS Worker Screener Check; Police Check; WWCC;
 - c) 100 points of identity verification

P- Induction Policy 302	Printed docs are uncontrolled. View current documents on Subee Intranet	
V7	7/09/2023	Page 1 of 3

Induction

POLICY AND PROCEDURE

Ongoing HR is responsible for maintaining employee checks are current.

TRACK information and technology system has automatic alerts that flag expiry dates at 3-month, 1 month and 1 week that renewal is pending to employee and HR email.

The Quality Co-ordinator audits employee checks monthly as part of the internal audit system.

6. Phase 2 – General Overview and Introduction to Subee Newlake

- 6.1 The second phase of Subee Newlake's induction session will typically cover:
- a) A brief history of Subee Newlake;
 - b) A general outline of Subee Newlake and the future directions of the business including an outline of the various units/departments in the organisation;
 - c) Quality procedures;
 - d) Uniform Requirements
 - e) Aged Care Quality Standards
 - f) An outline of Subee Newlake's computer network system; including online training.
 - g) Quick reference guide for appropriate personnel to contact should issues arise.
 - h) A general overview of policies with more detail on certain policies including:
 - Professional Boundaries
 - Code of Conduct
 - Incident Management Policy
 - Conflict of Interest
 - Confidentiality

- 6.2 Workplace participants will be taken around the office to be introduced to administration staff and shown the facilities of the office.

7. Phase 3 – Scheduling and Progress Notes

- 7.1 The rostering department will review the system which issues workplace participants rosters and provide a one-on-guide on how to:
- a) Submit leave
 - b) Flag hazards and or risks
 - c) Expectations regarding progress notes
 - d) The purpose of the 'on call' mobile
- 7.2 Workplace participants will also be provided with a 'Progress Notes and Timesheet Handbook'.

8. Phase 4 – Training

- 8.1 Workplace participants will review the training schedule and identify their requirements. Workplace participants will complete all required initial training including the NDIS Worker Orientation Certificate and Enjoyable and Safe Meals module.
- 8.2 Module.
- 8.3 Expectations surrounding professional development over a 12 month period will also be discussed.

9. Induction Information

- 9.1 A new workplace participant will be given a Subee Newlake Induction Handbook and Quick Reference Guide. This is also available on the staff portal.

P- Induction Policy 302	Printed docs are uncontrolled. View current documents on Subee Intranet	
V7	7/09/2023	Page 2 of 3

Induction

POLICY AND PROCEDURE

9.2 The Induction Handbook and Quick Reference Guide plus Staff Portal comprising of:

- a) Phone list;
- b) Policies of Subee Newlake;
- c) Subee Newlake Business Plan;
- d) Statement of Firm Values;
- e) Reference Guides to applicable computer programs and phone system;
- f) Feedback form.

10. Related Documents

Employee Quick Reference Guide

Employee Induction Handbook

Induction Pack – Coffs Harbour

Induction Pack - Newlake

Training Schedule for Support Worker

Training Schedule for Administration Workers

Variations

Subee Newlake reserves the right to vary, replace or terminate this policy from time to time.

Workplace participant acknowledgement

I acknowledge:

- receiving the Subee Newlake Policy;
- that I will comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment/engagement.

Your name:

Signed:

Date:

P- Induction Policy 302	Printed docs are uncontrolled. View current documents on Subee Intranet	
V7	7/09/2023	Page 3 of 3