



229-FM-MGS Staff Induction Checklist

Effective Induction Programme Checklist

- a letter of welcome with the letter of appointment including an outline of the induction programme;
- new staff member is welcomed to the School, given a tour, shown their desk;
- a handbook of information about the school, its policies, its objectives and procedures is given and discussed with the new staff member;
- new teachers are involved in small group discussions as well as general staff meetings;
- specific times for induction activities are established;
- a follow-up interview is conducted at the end of three months.

| Activity | Source | Contact | Signed off | Comments |
|------------------------------|---------------------------------------|----------------|-------------|----------|
| Tour of Operations, WHS | Director of Curriculum and Compliance | Mr Alexandru | ___/___/___ | |
| Welfare and Daily Operations | Director of Welfare and Operations | Mrs Sun | ___/___/___ | |
| HR Policies | Operations Manager | Ms Chow | ___/___/___ | |
| Payroll | Finance Dept | Mrs Fung | ___/___/___ | |
| Teaching Materials | Director of Curriculum and Compliance | Mr Alexandru | ___/___/___ | |
| Equipment Use & Items | Course Manager | Course Manager | ___/___/___ | |
| Policies & Procedures | Director of Curriculum and Compliance | Mr Alexandru | ___/___/___ | |

100 Point Identification Check

| PRIMARY IDENTIFICATION DOCUMENTS (You can only use one piece of the following identification) | Points | Please Tick |
|---|---------------|-------------|
| Passport (current or expired within last two years, but not cancelled) | 70 points# | |
| Birth Certificate/Extract | 70 points# | |
| Citizenship Certificate | 70 points# | |
| SECONDARY IDENTIFICATION DOCUMENTS | Points | Please Tick |
| Licence issued under Australian law (e.g. driver's licence or other government issued licence) which contains a photograph or signature | 40/25 points* | |
| Government authority or public service employee's ID card | 40/25 points* | |
| Social Security, Health Care or Pension card | 40/25 points* | |
| Tertiary Education Institution ID card | 40/25 points* | |
| These documents must show your full name and be current: | Points | Please Tick |
| A utility bill (e.g. telephone, water, electricity, gas, council rate notice) | 25 points | |
| Bupa card | 25 points | |
| Foreign driver's licence | 25 points | |
| A bank/credit union/building society passbook, statement or debit/credit card | 25 points' | |

If you have changed your name from that on the documents (e.g. due to marriage etc.), the document cannot be accepted.

*If you wish to use more than one document from this group, the **first** acceptable document scores 40 points, but **subsequent** documents only score 25 points each.

!If you wish to count more than one bank document or card, each document **MUST** be issued by a **different** Financial Institution (FI). If documents are from the same FI **only one** can be counted.

| Personal Information | Date | Initials |
|---|-------------|-----------------|
| Induction Checklist | | |
| Tax declaration completed | | |
| Original qualifications sighted and verified copies retained | | |
| Bank deposit details for payments | | |
| Working with Children Check complete Applicant Declaration and Consent Form | | |
| System Information | Date | Initials |
| Photocopy PIN allocated | | |
| Internet and email policy read and signed | | |
| Duties and Support Awareness | Date | Initials |
| Awareness of Macquarie Grammar School (MGS) mission | | |
| Organisational chart | | |
| Staff Handbook | | |
| Staff Learning contract, training and development | | |
| Student support services | | |
| Awareness of version control procedures | | |
| Identify learning support for language, literacy and numeracy | | |
| <i>Policies read and understood, e.g.:</i> | | |
| - Code of Conduct | | |
| - Child Protection | | |
| - Equal opportunity | | |
| - Grievances, assessment and complaint handling for staff and students | | |
| - Privacy | | |
| - Records | | |
| - Intellectual property | | |
| - Confidentiality | | |
| - Copyright | | |
| - Disciplinary regulations | | |
| - Expectations of clients | | |
| - Expectations of staff members | | |
| - Prevention of sexual harassment | | |
| <i>Access to network resources identified:</i> | | |
| - Teaching resources | | |
| - Equipment | | |
| - Timetables | | |
| - Lesson plans | | |
| - Lectures | | |
| - Tutorials | | |
| - Templates | | |
| <i>I have been shown how to:</i> | | |
| - Apply for leave | | |
| - Notification of sickness | | |
| - Book resources – e.g. TV, Video Recorder, Projector | | |
| My Department | Date | Initials |
| Office equipment set-up | | |
| Introduction to staff and co-workers | | |
| Organisational structure of the Group explained | | |
| Shown offices, stationery, archiving, toilets and recreational areas | | |
| <i>I have been shown how to:</i> | | |
| - Operate the photocopier | | |
| - Operate the printer | | |

| Teaching obligations, responsibilities and resources | Data | Initials |
|--|------|----------|
| Scope of registration details | | |
| Legislative obligations: | | |
| - WHS – Fire Drill | | |
| - Workplace Harassment | | |
| - Anti-Discrimination | | |
| - ASQA, NESAs, ESOS Framework | | |
| ISANA tutorial (to be completed within 1 month of commencement) | | |
| Further Study Qualifications – verified copy retained, or enrolled in train | | |
| Student learning and assessment strategy | | |
| Design, develop and implement assessment tools as per relevant Assessment Guidelines | | |
| Assessment Policy and Procedures | | |
| Assessment Reporting | | |
| Report non-attendance and non-academic performance to PEO/Headmaster or DP for notification to Dept. of Home Affairs | | |
| Procedures for student Recognition of Prior Learning | | |
| Entry requirements/Prerequisites | | |
| Identify and inform competencies to be achieved by students | | |
| Teacher record keeping practices | | |
| Contract | Date | Initials |
| Supervisor has explained: | | |
| - Work hours | | |
| - Timetable | | |
| Conditions of probation discussed (contractual position) | | |
| Professional development programme: | | |
| - Signoff on learning contract | | |
| Role responsibilities – duty statements explained | | |
| Signoff understanding of role and responsibilities: | | |
| - Code of conduct | | |
| - Equal opportunity policy | | |
| - Grievance handling – staff and students | | |
| - Privacy policy | | |
| Contract of Employment outlining remuneration is signed | | |
| Tax declaration form | | |
| Duty Statement / Position description | | |

I have been provided with the information outlined in the above locations, and understand my obligations to comply with Policies and Procedures, Staff Handbook and Resources, and have had my duties and teaching obligations explained to me.

New Staff Supervisor

Signature Signature

Date/...../..... Date/...../.....

Revision History

| Rev. | Date | Description of modifications |
|------|------------|--------------------------------|
| 1. | 09.04.2014 | Replaced DIAC→DIBP; BOS→BOSTES |
| 2. | 30.03.2016 | Roles and Procedures |
| 3 | 18.03.2018 | Roles and Procedures reviewed |
| 4 | 27.03.2023 | Roles and Procedures reviewed |