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| Title: | | **Understanding the induction of new staff in the workplace** | | |
| Level: | | **3** | | |
| Credit value: | | **1** | | |
| Unit guided learning hours | | **3** | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand the induction process | | | 1.1  1.2  1.3 | Explain the importance of effective induction  Describe the phases of induction in an organisation  Describe which legal aspects should be included in an organisation’s induction process |
| 1. Understand the effectiveness of an induction process | | | 2.1  2.2 | Explain a method that could be used to record an individual’s progress during induction  Explain how an induction process could be evaluated |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To develop knowledge and understanding of induction as required by a practising or potential first line manager. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Management & Leadership 2008 NOS: | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | |  | |
| Location of the unit within the subject/sector classification system | | | 15.3 – Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * The importance of effective induction * The phases of induction (e.g. organisational, local team, facilities, spread over time) | | | |
| 2 | * Matching of organisational and individual needs during induction * Legal and practical aspects of health and safety to be included * Methods to monitor and record an individual’s progress * How to monitor the effectiveness of an induction process * How to evaluate the effectiveness of the induction process * Legal requirements or relevant legislation | | | |