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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
 | 1.11.21.3 | Explain the importance of effective inductionDescribe the phases of induction in an organisationDescribe which legal aspects should be included in an organisation’s induction process |
| 1. Understand the effectiveness of an induction process
 | 2.12.2 | Explain a method that could be used to record an individual’s progress during inductionExplain 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)
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| 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
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