



## Kaia Induction Record – Support Practitioner

Once completed this form is attached to the completed work area orientation form and forwarded to HR.

### PART 1 – Employee details

Induction date		Start date	
Workplace address			
Employee name			
Position			
Program/Department			
Supervisor name			
Position			

### PART 2 – Information to be provided within the first week

In addition to that specified on the work area orientation form

*(Note: double click to check the appropriate box)*

Information to be provided	Completed	NA <sup>1</sup>
1. Provide access to <a href="#">KAIA Program Practice Manual - Foster Care</a> or <a href="#">KAIA Program Practice Manual - Residential Care Services</a> .	<input type="checkbox"/>	<input type="checkbox"/>
2. Opportunity to read <a href="#">KAIA Program Practice Manual - Foster Care</a> or <a href="#">KAIA Program Practice Manual - Residential Care Services</a> .	<input type="checkbox"/>	<input type="checkbox"/>
3. Explain relevance to the role.	<input type="checkbox"/>	<input type="checkbox"/>
4. Ensure attendance at Child Safety induction & discuss training.	<input type="checkbox"/>	<input type="checkbox"/>
5. Show the TRACCS database and explain use and relevance to the KPPM.	<input type="checkbox"/>	<input type="checkbox"/>
6. Read TRACCS database user manual.	<input type="checkbox"/>	<input type="checkbox"/>
7. Arrange access to the TRACCS database, computer access & HRSS (request to IT).	<input type="checkbox"/>	<input type="checkbox"/>
8. Explain and demonstrate administrative processes (scanning, photocopying, filing, confidentiality and privacy related to documentation, record keeping – provide meeting book). Reviewing documents ensuring currency.	<input type="checkbox"/>	<input type="checkbox"/>
9. Show location of electronic and hardcopy carer/child files. Demonstrate documentation required for program and young person.	<input type="checkbox"/>	<input type="checkbox"/>
10. Provide hardcopy of residential house details.	<input type="checkbox"/>	<input type="checkbox"/>
11. Explain file note process.	<input type="checkbox"/>	<input type="checkbox"/>
12. Team meeting process. Send calendar invite for team meetings.	<input type="checkbox"/>	<input type="checkbox"/>
13. Discuss recent important events, especially actions that may need immediate follow up.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> NA = Not applicable

Information to be provided	Completed	NA <sup>1</sup>
14. Organise formal introductions - set home visit/meeting dates/times with relevant coordinators.	<input type="checkbox"/>	<input type="checkbox"/>
15. Visit residential houses.	<input type="checkbox"/>	<input type="checkbox"/>
16. Organise work schedule.	<input type="checkbox"/>	<input type="checkbox"/>
17. Outline FSGA accounts procedures as relevant to KP. Include internal use of house and KP cards/vouchers.	<input type="checkbox"/>	<input type="checkbox"/>
18. Arrange sharing of team's contact lists and calendars.	<input type="checkbox"/>	<input type="checkbox"/>
19. Explain how to book an FSGA vehicle, complete vehicle log book and petrol card.	<input type="checkbox"/>	<input type="checkbox"/>
20. Explain how to book a meeting room.	<input type="checkbox"/>	<input type="checkbox"/>
21. Define team members' roles (i.e. recruitment/administration facilitators, coordinators, service manager, operations manager, senior coordinator).	<input type="checkbox"/>	<input type="checkbox"/>
22. Show Department of Communities, Child Safety and Disability Services – Child Safety Services website.	<input type="checkbox"/>	<input type="checkbox"/>
23. Child Safety Practice Manual and other relevant forms such as VC Blue Cards/ and authorisations, foster carer assessment forms.	<input type="checkbox"/>	<input type="checkbox"/>
24. Demonstrate electronic FSGA filing system.	<input type="checkbox"/>	<input type="checkbox"/>
25. Provide list of FSGA office contacts.	<input type="checkbox"/>	<input type="checkbox"/>
26. Review controlled documents/policies.	<input type="checkbox"/>	<input type="checkbox"/>
27. Explain continuous improvement notification procedure.	<input type="checkbox"/>	<input type="checkbox"/>
28. Explain incident report writing process.	<input type="checkbox"/>	<input type="checkbox"/>
29. Review FSGA Staffing Solutions support.	<input type="checkbox"/>	<input type="checkbox"/>
30. Review the process for requesting direct service employees.	<input type="checkbox"/>	<input type="checkbox"/>
31. Review Railway Street courier/postage service.	<input type="checkbox"/>	<input type="checkbox"/>
32. Schedule monthly supervision with Operations Manager.	<input type="checkbox"/>	<input type="checkbox"/>
Explain team meeting processes i.e. agenda, minutes.	<input type="checkbox"/>	<input type="checkbox"/>
33. Show and explain HRSS (explain leave application, updating personal information, location of current documents etc.).	<input type="checkbox"/>	<input type="checkbox"/>
34. Discuss monthly report process and responsibilities (show and explain monthly report template)	<input type="checkbox"/>	<input type="checkbox"/>
35. Discuss Supervised Family Engagement. Provide Manual.	<input type="checkbox"/>	<input type="checkbox"/>
36. Other:	<input type="checkbox"/>	<input type="checkbox"/>
37. Other:	<input type="checkbox"/>	<input type="checkbox"/>
38. Other:	<input type="checkbox"/>	<input type="checkbox"/>
39. Other:	<input type="checkbox"/>	<input type="checkbox"/>
40. Other:	<input type="checkbox"/>	<input type="checkbox"/>
41. Other:	<input type="checkbox"/>	<input type="checkbox"/>

New employee's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Line Manager's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_