

YMCA NSW

Induction Procedure



1. Document control

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| Overview | YMCA NSW supports and encourages the development of all staff and provides a thorough induction program across the first six months of employment. |
| Scope | All YMCA NSW employees and volunteers including Board Directors, consultants or contractors (who require a MACY account for their role) engaged by YMCA NSW and clients of YMCA NSW. |
| Procedure owner | General Manager Human Resources |
| Parent Policy | Learning and Development Policy |
| Date of approval | 01 June 2016 |
| Date of implementation | 01 June 2016 |
| Review date | 01 June 2017 |

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2. Definitions

| Term | Definition |
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| Staff | Any person YMCA NSW employs, or engages – including paid employees, volunteers, Board Directors, contractors, consultants. |
| Employee | Paid employees of YMCA NSW. |
| Volunteer | Unpaid volunteers, and board directors. |
| Development | Activities, programs or courses related to improving a staff members performance in their current position, or in preparation for future positions. |
| Induction | The formal act or process of placing someone into a new job or position. |
| Australian Childhood Foundation (ACF) | Australian Childhood Foundation is a national not for profit organisation committed to the prevention of child abuse. ACF provides specialist trauma counselling for children and young people who have experienced abuse, therapeutic out of home care programs, professional education and training, community based child abuse prevention activities and parenting education and resource program. |
| Time Teq | Time and Attendance software that supports electronic staff rosters/schedules and timesheets |
| MACY | YMCA NSW e-recruitment, on-boarding and Learning Management System (LMS) that captures the employment lifecycle of staff |
| Hiring Manager | Staff involved in the recruitment and selection of staff at Centre/Site level |

3. Policy statement

YMCA NSW recognises the essential contribution of its people to the delivery of YMCA NSW mission through programs and services to the community.

YMCA NSW acknowledges that learning and development activities can improve performance and engagement of our people, and enable the organisation to achieve its organisational strategies and priorities.

YMCA NSW believes that continual learning and development is a shared responsibility between staff and the organisation.

This policy is based on the recommended, but not mandatory, 70/20/10 learning and development model.

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4. Responsibilities

- At the time of offer, the Hiring Manager will inform the new staff member of the requirement to participate in an induction and complete all mandatory training on MACY.
- Access to appropriate programs and documentation will be provided once the new staff member's employment/engagement paperwork has been received and MACY account set up.
- New casual employees will be paid 3.75 hours for completing their induction tasks Managers are to add 3.75 hours to new employees schedule on Timeteq, to be attributed to training budget of the relevant the Centre/Service. Permanent employees will be allowed from their Manager to complete Induction requirements in the relevant time frame as a component of their role.
- Managers should assist staff to work through each task of the Induction on MACY and provide any tools required.
- Managers should work through the Employee/Volunteer Handbook with new staff.
- Components marked as 'optional for Volunteers' are to be determined at the discretion of the Hiring Manager and relevant to the role to be performed.
- People with disabilities or with additional learning needs will be provided additional support to complete the Induction program as relevant to their needs. In some circumstances exemption may be given if the staff member's abilities do not allow completion or comprehension of the content. This will be assessed on a case by case basis and in conjunction with the Manager, HR and Training team. A letter of exemption will be provided to the staff member or Manager as relevant.

5. Induction stages

5.1. Stage One: Prior to Commencement

Before being engaged in service delivery, new staff are required to:

- Complete Australian Child Foundation (ACF) Safeguarding Children online training. After completing the online training modules, staff upload the certificate to their applicant profile as required in the steps of completing initial paperwork in the recruitment process.
- Read and acknowledge understanding of four key YMCA NSW policies;
 - YMCA NSW Standards of Conduct,
 - Work Health and Safety Policy,
 - Safeguarding Children, Young people and Vulnerable adults Policy,
 - Social Media Policy
- Read and acknowledge receipt of Fair Work Information Statement (employees only)

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5.2. Stage Two: Week One

Staff member to print off Site Induction Checklist from their Induction in MACY

The Hiring Manager is required to:

- Conduct (or organise) a tour of the workplace, using the approved Site Induction Checklist, with new staff to familiarise them with their work location, first aid and emergency procedures, security codes and processes, and introduce them colleagues and key personnel and stakeholders.
- Provide instruction on how to use the Intranet, telephone, voicemail, fax and other office equipment.
- Instruct how to locate and access workplace policies and procedures.
- The completed Site Induction Checklist is to be signed by the new staff member and Manager and the staff member and filed in local staff Personnel Files.

Staff are required to:

- Complete 'Welcome to the Y' module
- Read and acknowledge receipt of Employee/Volunteer Handbook
- Complete the 'Declaration and Acceptance'
- Review Whistle Blower policy
- Complete Work Health and Safety Fundamentals module (optional for volunteers)
- Read and acknowledge all Safeguarding policies;
 - Reporting Child Protection Concerns Policy,
 - Safe Behaviours Policy
 - Mandatory Reporting Procedure,
 - Responding to Child Protection Allegations Involving YMCA NSW Employees Procedure

5.3. Stage Three: Month One

The manager is required to:

- Organise meetings with key personnel.
- Organise one-on-one training to ensure understanding of YMCA software packages and file management as needed.

Staff are required to:

- Complete Inclusive Programs (Disability Awareness) module (optional for volunteers)
- Complete Bullying & Harassment for Employees module (optional for volunteers)
- Complete Bullying & Harassment for Managers and Supervisors module (Managers and Supervisors) (optional for volunteers)
- Complete WHS Risk Management for Managers and Supervisors module (Managers and Supervisors) (optional for volunteers)

5.4. Stage Four: Month Three

Requirements for Manager and Employee

- Conduct Mid-Probation assessment, that includes;
 - Conduct follow up meetings to ensure employee understands position outcomes
 - Discuss employee learning and development options
 - Provide feedback on performance to employee

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- This Mid-Probation Assessment form is to be printed by employee from their Induction in MACY, filled out and signed by employee and manager. The completed form is to be store in local Personnel files.

Recommendations for Volunteers

- Complete a 3 month review and store in local Personnel files.

5.5. Stage Five: Month Six

The employee is required to complete:

- Manual Tasks for Workers module (optional for volunteers)

The Manager is required to:

- Conduct End of Probation Review (employees only)

Recommendations for Volunteers

- Complete a 6 month review, completed form is to be stored in local Personnel files.

5.6 Documentation

- Ensure staff complete all tasks within the Induction on MACY within the designated timeframes. The sequence of tasks is unlocked, which means tasks can be completed ahead of designated timeframes, however staff are encouraged to complete in order within the timeframes directed.
- Where documents are required to be completed on site and uploaded, please also print and keep a copy in staff personnel file.

6. Monitoring, Evaluation and Review

The Induction Procedure will be reviewed in line with the Learning and Development Policy.

7. Interactions with related documents

| Related policies | Link to the policy |
|---------------------------------|--------------------|
| Learning and Development Policy | |
| | |

| Other documentation | |
|-------------------------------------|--|
| Site specific Inductions | |
| All documents included in Induction | |
| Staff Handbook | |

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