



ALL SERVICES

INDUCTION AND PROBATION PROCEDURE

1.0 PURPOSE

To ensure that newly appointed staff members are effectively inducted into Wesley Mission Victoria (Wesley), their particular service and specific position.

2.0 SCOPE

2.1 All new Wesley employees, volunteers and work experience / community service / student placements.

3.0 PROCEDURE

3.1 Induction to Wesley Mission Victoria

3.1.1 As a minimum People & Culture (P&C) shall conduct a one-day Wesley Induction Program bi-monthly, except for January and December. Extra sessions can be arranged, as demand requires.

3.1.2 P&C shall deliver these programs in accordance with *Induction P&C WI*.

3.1.3 The sessions shall include **at least**:

- a welcome from the CEO and/or General *Manager* and the Minister to the Mission;
- a brief history of Wesley;
- an explanation of Wesley, its ethos, strategic direction, structure, services and organisation chart;
- an introduction to key support people e.g. *Executive*, P&C, Payroll, etc;
- the provision of an induction manual with appropriate Wesley service booklets;
- workplace health and safety information (*including employer/employee duties under legislation, the structure at Wesley for health and safety, Wesley Issue Resolution Procedure, specific workplace hazards and emergency/evacuation procedures*);
- Quality Management System information;
- Equal Employment Opportunity, Discrimination, Harassment and Bullying information;
- Employee services, development and review information; and
- Social Inclusion

3.1.4 All new employees will be enrolled in the Wesley Induction Program by their manager/supervisor. If for any reason a staff member is unable to attend their scheduled Induction day, the manager will need to inform P&C and the staff member will be automatically booked into the following induction. Where a staff member is unable to attend on more than two occasions P&C must inform the appropriate General Manager.

3.1.5 P&C shall notify participants of the details of the program at least five days beforehand.

3.2 Induction to Specific Services

3.2.1 The Wesley Induction program is to be supported by Managers/Supervisors conducting local induction training for all new staff and any volunteers and students/community service placements that have been transferred from a different work location. Managers shall ensure that an Induction Checklist is



ALL SERVICES

INDUCTION AND PROBATION PROCEDURE

maintained for their service by using either a service-specific approved checklist **or** *Employee Induction Checklist P&C F21*.

- 3.2.2 New staff and transferred staff, including students and community service placements shall complete the Induction Checklist as they participate in the listed induction activities within their probationary period.
- 3.2.3 The Checklist shall contain **at least**:
- orientation to the work site on the first day of employment;
 - presentation of relevant service manuals on the first day of employment;
 - introduction to colleagues and key contact personnel;
 - An explanation of the tasks to be undertaken by the position (*position description, duty statements etc.*);
 - An explanation of the forms required to perform the position tasks effectively (eg: time sheets, service monitoring.)
 - basic instruction on the Programs principles, policies, procedures and practices and how these flow from with Wesley's overall ethos, policies and procedures;
 - an explanation of relevant Services Standards;
 - an explanation of the Wesley Operational Policy Manual;
 - an explanation of relevant Quality Procedures, including Program procedures and work instructions;
 - Complaints, Suggestions and Feedback Procedure
 - grievance forms and related procedures;
 - Occupational Health & Safety Procedures; *including hazard reporting*;
 - special communication needs and strategies for supporting clients;
 - Other subjects as deemed appropriate
- 3.2.4 On completion of their Induction Checklist, staff shall sign the form acknowledging the induction and provide the form to their line manager.
- 3.2.5 Managers shall ensure that P&C receives the completed Induction Checklist to file in the staff member's personal file by the end of their probation period.

3.3 Probation Period Supervision for New Employees

- 3.3.1 Within the first 3 months of employment (or other if specified in the new employee's contract of employment) the Manager shall ensure that strategies are in place to provide regular feedback on the progress of the new employee and allow a time where development opportunities can be discussed. These meetings should be file noted, signed by the supervisor and new employee and recorded in the employee's personal file.



ALL SERVICES

INDUCTION AND PROBATION PROCEDURE

3.3.2 Towards the conclusion of the 3 month probation period a Performance Development and review should be undertaken as per *Performance and Development Review Procedure P&C P13* to allow formal feedback on current progress and to design an ongoing training and development plan.

3.4 Post Probation Performance and Development Reviews

Performance and Development Reviews shall be undertaken in accordance with *Performance and Development Review Procedure P&C P13*.

3.5 Training

Training shall be undertaken in accordance with *Staff Training Procedure P&C P20*.

3.6 Records

3.6.1 Staff records shall be maintained within the staff member's personal file and be subject to the security, confidentiality, access and storage requirements detailed within *Document Control Procedure* and *Control of Records Procedure*.