

Document Control

Title			
Induction Policy			
Author			Author's job title Training Manager & Apprentice Lead
Directorate People			Department Workforce Development
Version	Date Issued	Status	Comment / Changes / Approval
0.1	Oct 2009	Draft	Initial version for consultation
1.0	Jun 2010	Final	Approved by Strategic Workforce Development Committee. Addition of workplace induction document as appendix A.
1.1	Jul 2010	Revision	Minor amendments by Corporate Affairs include document control report, header & footer. Hyperlinks and bookmarks to appendices. Formatted for document map navigation. Contents page updated,
1.2	Jul 2010	Revision	Following NHSLA report; includes addition of minimum corporate induction as Appendix A, addition of locum work based induction checklist in Appendix C. Addition of monitoring and compliance processes. Hyperlinks corrected.
1.3	Jan 2012	Revision	Harmonised policy as a result of the merging of Northern Devon Healthcare NHS Trust and NHS Devon community services. A summary of key issues and differences is on page 2/3. The monitoring section has been strengthened as a result of revised NHSLA requirements. Revised Appendix B. Addition of training requirements (Section 8). Addition of Appendix G.
2.0	Feb 2012	Final	Approved by SWDC on 20 th January 2012 following consultation.
3.0	Feb 2021	Final	Approved by PWPW on 11 th February 2021 following consultation.
Main Contact Workforce Development Facilitator Bideford Hospital Abbotsham Road Bideford Devon, EX39 3AG			Tel: Direct Dial – Tel: Internal – Email:
Lead Director Director of People			
Superseded Documents NDHT Induction policy v3.2 July 2010 Devon PCT Induction & Mandatory Training Policy 2008			
Issue Date Feb 2021		Review Date Feb 2024	
		Review Cycle Three years	

<p>Consulted with the following stakeholders: (list all)</p> <ul style="list-style-type: none"> • Workforce Development Managers • Medical Education Services • Human Resource Managers • Strategic Workforce Development Committee • Line Managers • Heads of Departments • Compliance Manager • Staffside 	
<p>Approval and Review Process</p> <ul style="list-style-type: none"> • PWPW 	
<p>Local Archive Reference G:\Learning Development Local Path Learning Development – Policies & Procedures – Induction – 2020 Policy Filename Induction Policy 11.02.21</p>	
<p>Policy categories for Trust’s internal website (Bob) Workforce Development – All staff – Human Resources</p>	<p>Tags for Trust’s internal website (Bob) Workplace induction, workplace checklist, local induction corporate induction Trust Welcome Day</p>

CONTENTS

Document Control	1
1. Purpose	3
2. Definitions	4
3. Responsibilities	5
4. Corporate and Workplace (local) induction content and Levels	7
5. Support for staff to attend essential Induction	8
6. Specific Induction Information and Processes	9
7. Training requirements	11
8. Monitoring Compliance with and the Effectiveness of the Policy	11
9. Equality Impact Assessment	12
10. References	13
11. Associated Documentation	14
Appendix B: Process for compliance monitoring	16

1. Purpose

The purpose of this policy is to ensure that our Trust makes provision for access to appropriate induction opportunities for all new staff, to ensure staff are enabled to participate and that attendance is monitored for this essential activity.

We recognise the benefits and importance of a well planned induction for all new employees, employees moving to a new area of practice and temporary/locum staff. The policy refers to the importance of all staff having both an appropriate Corporate and a Workplace induction. Induction to the Trust is essential and referred to within the Core Training Needs Analysis and enables staff to meet statutory and mandatory obligations on commencement in post.

Induction is classed “Mandatory” for all staff regardless of length of service or previous experience. Induction must be tailored to the individual’s role; learning needs and include evidence of competency assessment where appropriate. For the purposes of this policy, Induction is categorised by two equally essential elements:

Workplace (local) Induction: For all staff, both those new to our Trust and those moving to a new area of practice/job within the trust and;

Corporate Induction: For employees new to the Trust except temporary / locum staff who spend less than twelve weeks in the Trust.

Temporary and locum staff will undertake Workplace Induction and sign the Self Declaration forms can be found here <https://ndht.ndevon.swest.nhs.uk/induction-policy/> will be evidenced and recorded by Workforce Development, staff who fall into this category are not required to attend the Corporate Induction.

The purpose of Corporate Induction is to ensure staff are provided with essential knowledge, information and skills to enable them to function within the Trust and the wider NHS. The purpose of the Workplace (local) Induction is to ensure that staff are safe, competent and familiar with the layout, systems and teams whilst ensuring that individual learning needs are identified and planned to be met in a timely way.

Existing employees of the Trust who change role are not required to undertake corporate induction if there are previous records of attendance and they are in date with statutory and mandatory requirements for role.

1.1. This policy applies to all staff employed by our Trust i.e. contracted staff, temporary staff, volunteers and students on placement with the Trust. It applies to all staff on substantive contracts, fixed term contracts, honorary contracts and other formalised work placements or experience. The policy details the support provided and the responsibilities of the Trust and staff to ensure that policy requirements can be met.

1.2. Implementation of this policy will ensure that:

All induction activity must be fully documented and be measurable for audit purposes:

- Individual members of staff should hold evidence in their personal portfolios.
- Line managers will also hold evidence of their staff in their personnel files.
- Central records of attendance at Corporate Induction and completion of Workplace (local) Induction through return of checklist are recorded within Electronic Staff Records (ESR).

2. Definitions

2.1. *Corporate Induction*

This programme is provided monthly by the Trust consisting of statutory and mandatory items which must be provided to every employee new to the Trust. This will be provided by either taught events or as e-learning. Line managers are required to ensure their new staff

attend/complete this unless the employee has previously undertaken this or the individual is a short term Locum or temporary worker (less than twelve weeks). In these cases assurance of the currency relating to Statutory and Essential training should be evidenced and recorded within the Workplace Induction Checklist.

The timescale for new staff attending Corporate induction should be no more than 8 weeks from their starting date. The minimum Corporate Induction content can be found here <https://ndht.ndevon.swest.nhs.uk/induction-policy/>

2.2. *Workplace (local) Induction*

This is the induction and orientation which takes place within the employee's workplace, facilitated by the line manager or nominated deputy. This will commence on day one of the job and should be completed within 8 weeks for permanent employees and on day one for all locum and temporary workers. This is specific to the geographical area, the speciality or department, documents and procedures relevant to the role and skills of the individual. It is the responsibility of the line manager (or nominated deputy), to facilitate this for **all** new staff (both those new to the Trust, those who have moved from a different area within the Trust, or those attending area on a temporary basis or locum.

Upon completion a copy of the Workplace induction checklist must be returned to Workforce Development for recording. Compliance with this requirement will be monitored by Workforce Development Monthly.

2.3. *Workplace Checklist*

This refers to a defined checklist completed upon induction and should form the structure the Workplace (local) induction by the line manager or nominated deputy. A checklist template can be found here along with the locum and temporary worker self declaration checklist template <https://ndht.ndevon.swest.nhs.uk/induction-policy/>

When completed, a copy must be held by the manager and a copy sent to Workforce Development, a further copy should be held by the individual staff member in their personal portfolio. It is a requirement that all staff including locum, students and volunteers temporary workers have a full Workplace Induction checklist completed.

2.4. *Induction for new Healthcare Assistants*

A clinical induction for new nursing auxiliaries and healthcare assistants to prepare them for safe practice. This will be undertaken **in addition** to the Corporate and Workplace inductions and is to be arranged through Workforce Development. This is to ensure staff new to NHS Care settings are given the opportunity to develop key clinical competences in a controlled environment. Moving and Handling and Life Support training is accessed separately as part of their induction programme all of which should be completed within 8 weeks of commencement in post.

3. Responsibilities

3.1. *Role of the Trust*

The Trust is responsible for providing:

- Sufficient opportunity for all new staff to undertake a relevant induction process within 8 weeks.

- A recommended system of Workplace Induction which will be used by line managers or deputy as the basis for local induction in their areas of responsibility.
- A recruitment process linked with induction. Systems and processes will ensure the necessary checks on new employees and make staff aware of the statutory and essential training requirements to be covered at induction by offering an essential guide prior to appointment.
- Study leave to enable all substantive and fixed term staff to undertake induction as required for their role.
- A welcome to the Trust handbook upon recruitment, which will be issued with the recruitment letter. An induction handbook for employees to supplement the induction process which will also be issued upon attendance at Corporate Induction.
- The Workforce Development or Medical Education Departments will inform line managers of any staff who fail to attend booked Corporate Induction within 2 weeks, requesting reason for non attendance and request that bookings be made. Monthly reports will monitor bookings have been made and induction has been attended
- A central store of electronic evidence of attendance at Corporate Induction and completion of Workplace (local) Induction checklists and provide compliance reports monthly; this will be cross referenced against the new starter lists.

3.2. *Role of the Line Manager*

The Line manager (or named, nominated deputy) is responsible for:

- Ensuring that the Workplace (local) Induction is planned in advance of the employee starting and that it commences on day one of employment, completed within 8 weeks.
- Using the Workplace (local) Induction checklist to record the Workplace (local) Induction and a copy sent to Workforce Development within 8 weeks of the individual commencing work.
- Identifying the specific training levels for all individuals according to the role e.g. Child protection training, manual handling and specific skill sets required. A summary of all Statutory and Essential training needed for role can be found in the Core Training Needs Analysis on BOB.
- Ensuring any locum, temporary workers, students or volunteer staff undertake a Workplace Induction upon arrival within the department and copies of evidence sent to Workforce Development.
- Ensuring that all staff appointed to or working in the department are booked and attend within 8 weeks Corporate induction as part of the recruitment process where the individual is new to the Trust.
- Ensuring that staff are informed in writing of the dates booked. Agree alternative dates if required and give protected time for staff to attend.
- Checking that access/completion of Corporate induction takes place, action any notification of failure to attend, rebook and ensure evidence is recorded and notified to Workforce Development.
- That Appraisals/Development Reviews are arranged at 6 months and then annually to follow up the induction and check acceptable levels of competence are achieved and maintained.

3.3. *Role of the individual employee*

The employee is responsible for:

- Attending Corporate induction sessions as required.
- Informing the line manager and Workforce Development of any problems with inability to attend within agreed 8 weeks and ensuring they have agreed an alternative date.

- Engaging in any Workplace (local) induction/familiarisation activity identified for them.
- Reading the induction pack of documents provided to them by the Trust.
- Raising with their line manager any additional training they feel is required for them to be able to undertake their role.
- Holding a copy of their completed Workplace Induction Checklist in their individual portfolio.
- Accessing electronic resources post welcome day as agreed and complete required elements
-

3.4. *Role of Locum and Temporary staff*

All staff undertaking work within the Trust on a temporary or locum basis either directly or through an agency are responsible:

- Undertaking a Workplace (local) Induction
- Providing assurance that mandatory training is current
- Sign Workplace (local) Induction checklist and provide a copy to the manager or inducting individual.
- Temporary and locum staff should refer to Appendix A.

4. Corporate and Workplace (local) induction content and Levels

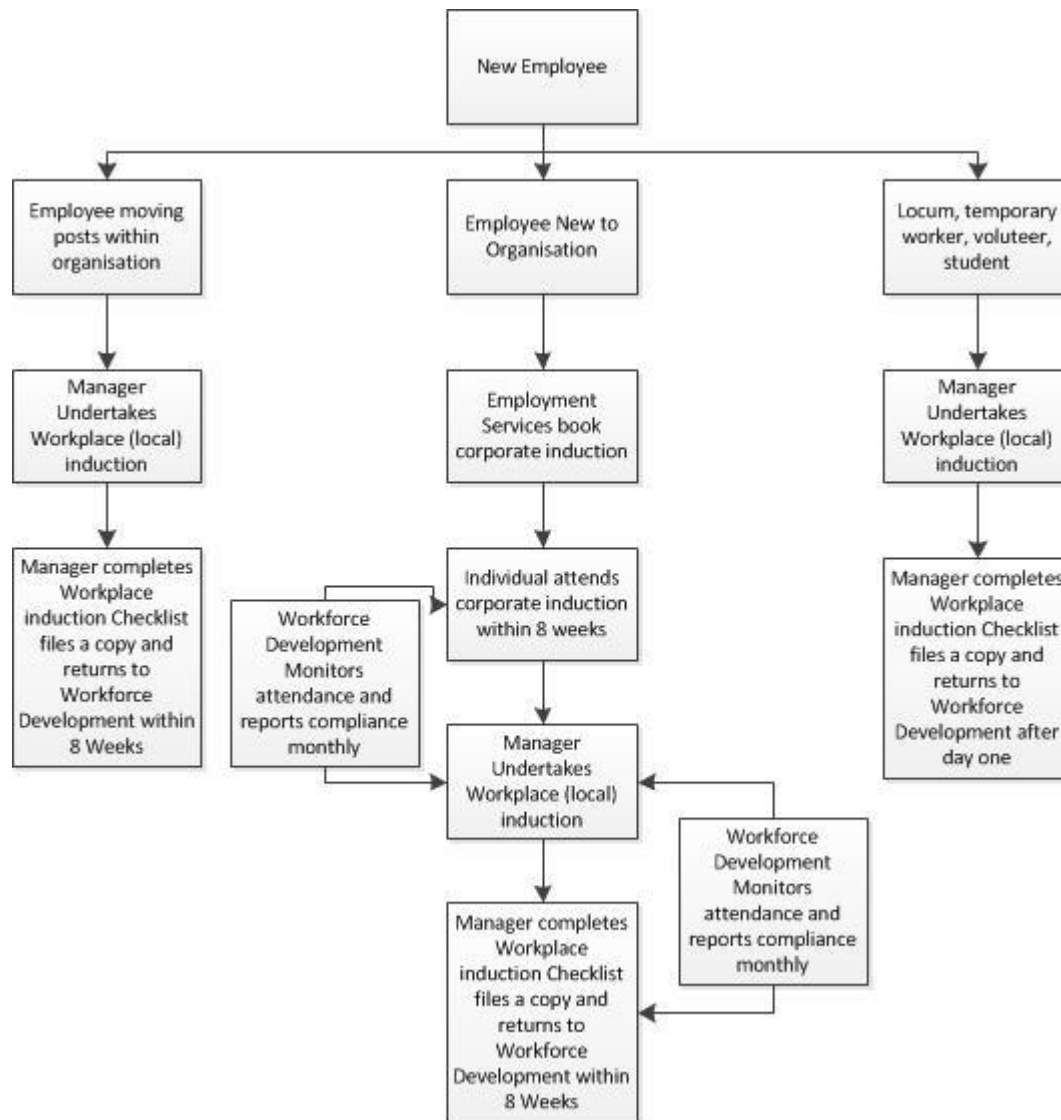
The Trust will provide the opportunity for all new staff to Mandatory training as identified as the core induction content.

Staff will also be required to undertake specific training relevant to their roles. To identify the levels of training required, managers must refer to the Trust's [Core Training Needs Analysis](#) available on the staff internet site. This details all Mandatory training requirements and additional learning should be identified within the Workplace (local) induction checklist.

- All new staff must undertake Corporate and Workplace induction.
- Staff who move departments/jobs must undertake Workplace induction.
- These induction activities must be completed within 8 weeks.
- Checklists must be sent to Workforce Development and retained by the member of staff and their line manager.

For Doctors at F1 and F2 levels, access by e-Learning prior to commencing work is encouraged. Access of e-learning will be communicated direct to those staff eligible and will be subject to evidence of completion and electronic notation on the Electronic Staff Record once the package is completed through training tracker provision.

The process for induction should follow below:



5. Support for staff to attend essential Induction

All staff with substantive or fixed term contracts will be reimbursed for the time they spend on induction. This may be either through paid study leave, or a flexi-hours system.

Through necessity to ensure key specialists are available at the same time, induction events normally have to be run during office hours. Staff who regularly work unsocial hours will be supported to attend induction and essential linked training events by being given adequate paid release from their normal duty hours to facilitate this.

Staff who may have particular difficulties in meeting the required attendance times due to carer commitments etc. should discuss this with their line manager and the Workforce Development team who will assist in making alternative arrangements if necessary to enable compliance.

A flowchart for summarising the process for booking and following up staff attendance is available (see Appendix H).

6. Specific Induction Information and Processes

Levels of induction are detailed in the table below by nature and terms of employee

	Substantive posts moving area within Trust	Fixed Term Posts moving area within Trust	Substantive posts new to Trust	Fixed Term Posts new to Trust	Locum & temporary workforce working less than 12 weeks	Locum & temporary workforce working more than 12 weeks	Students volunteers & work experience
Corporate induction	X	X	✓	✓	X	✓	X
Workplace Induction	✓	✓	✓	✓	✓	✓	✓

6.1. Bank, Locum and Clinical Agency staff

Contracted agencies such as NHS professionals are responsible for the Corporate induction and preparation of the staff they employ to be safe and competent. However, we must check that the knowledge and competence is relevant for the specific job for which the person is placed to deliver. This will be done at the start of a shift by the local supervisor through completion of the Workplace induction Checklist found here <https://ndht.ndevon.swest.nhs.uk/> a copy of this should be held by the manager and sent to workforce development.

Locum/agency/contract staff must be given instruction in the workplace for skills, equipment, procedures and health and safety issues pertaining to that area. For example a lifting hoist with which they may not be familiar, or the documentation system of care etc.

This will equally apply to work experience or professional students placed with our Trust. Local induction to the Workplace area, key equipment, skills and procedures remains the responsibility of the line manager or nominated deputy of each area/team, copies of all work based inductions performed must be forwarded to Workforce Development for recording.

All short term locums are required to watch a DVD on arrival (or prior to arrival as this can be accessed externally via the Trust website) All locums are asked to sign a declaration <https://ndht.ndevon.swest.nhs.uk> stating that they have watched this film and understand its contents. All locums will be handed an induction pack comprising of internal policies & procedures to read and a staff ID badge.

Staff contracted through NHS Professionals (NHSP) may book and attend free of charge any mandatory or appropriate essential training over and above that supplied by NHSP, if attendance is agreed by NHSP and supported by the manager they are currently working for.

Locum staff on contracts longer than twelve weeks must attend the full Corporate Induction programme.

6.2. External Contractors

Contractors working on site will be expected to have received statutory induction by their own employer or employing agency. This will be checked when commissioning services initially. Contractors will also be provided with local Workplace Induction/on site checklist when they arrive for work in an area linked to any known and documented risks. For example: known hazard of asbestos for facilities contractors.

6.3. *Volunteers*

Volunteers are valuable to us and if a volunteer contract is issued, the volunteer must undertake a Workplace Induction and access to annual update days. With completion recorded by Workforce Development, a copy of workplace (local) induction also being sent to workforce development.

6.4. *Clinical Induction for Healthcare Assistants*

A clinical induction for new nursing auxiliaries and healthcare assistants to prepare them for safe practice and a Skills Passport will be issued. This will be taken **in addition** to the Corporate and Workplace inductions. Staff working for NHS Professionals will access the generic induction event provided by NHS Professionals.

6.5. *Nurses and Operating Department Practitioners*

Nurses and Operating Department Practitioners' will access Corporate Induction and undertake Workplace Induction where a Skills Passport will be issued. Moving and Handling and Life Support training is accessed separately as part of their induction programme.

6.6. *Other Clinical and Technical Staff*

Other clinically qualified professionals i.e. Allied Health Professionals will access the Corporate Induction day (where a Skills Passport will be issued) and Workplace Induction. Moving and Handling and Life Support training is accessed separately as part of their induction programme.

6.7. *Junior Doctors in Training and Trust Service posts*

An e-learning induction programme complements a shortened taught Induction programme for F1 and F2. This is facilitated through the Medical Education Department and is completed within the first month of work. Completion of induction programme is linked to access to study leave time and budget. Access will be monitored in the same way as a taught programme and recorded on ESR. Workplace induction is also required and copies of registers are returned to medical education for recording onto the Electronic Staff Record. All other grades of medical staff will undertake access corporate induction and workplace induction.

6.8. *Senior Medical Staff and SAS Doctors*

Attendance at the Corporate Induction day is required in addition to Workplace Induction. This may be supplemented by accessing the e-learning material provided. Their workplace induction should be carried out by the Ward manager and a copy returned to Workforce Development.

6.9. *Executive Team*

Executive members will access the Corporate Induction day in addition to local Workplace Inductions which will be managed by the Chief Executive.

6.10. *Administrative and Clerical Staff, Finance and Governance staff*

Attendance at the Corporate Induction day (where a Skills Passport will be issued) and Workplace Induction. Moving and Handling training is accessed separately as part of their induction programme.

6.11. *Professional and Work Experience students*

Professional students on clinical work placements with us will have received statutory and mandatory training with their Education institute. The Trust is responsible for providing a Workplace Induction for each placement and also specific instruction on equipment and skills new to the student. Work experience students must receive Workplace induction this will be facilitated by the nominated Supervisor and completed forms are returned to the Workforce Development Facilitator.

7. Training requirements

All staff are required to undertake Corporate Induction (on joining the Trust) and Workplace Induction training (on joining the Trust and moving departments/jobs). This is identified through the Trust's training matrix available via BOB under ['What training do I need?'](#). The training matrix will detail:

- Staff groups requiring training
- Frequency of training
- Mode of deliver i.e. e-learning or taught
- Course titles

Booking for all Corporate Induction training will be undertaken through Workforce Development via the Electronic Staff Record. Signed records must be kept of all training undertaken in the Trust. These records will be held centrally and reported Trust wide through ESR records. Individuals are encouraged to keep a copy of this in their portfolio.

On updating the Electronic Staff Record, line managers will be notified of all non attenders, further detail on booking and reporting processes are contained within Risk Management (Statutory and Mandatory) Training Policy.

8. Monitoring Compliance with and the Effectiveness of the Policy

8.1. *Standards/ Key Performance Indicators*

Key performance indicators comprise:

NHS Litigation Authority Standards

- 1.2.1 Corporate Induction
- 1.2.2 Local Induction for Permanent Staff
- 1.2.3 Local Induction for Temporary staff

Care Quality Commission Essential Standards of Quality and Safety

- Outcome 14 Supporting Workers
- Outcome 12 Requirements relating to Workers

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2010

8.2. *Process for Monitoring Compliance and Effectiveness*

Compliance of this policy against all minimum requirements in the NHSLA Risk Management Standards will be monitored on a continuous basis with a continuous rolling audit and assessment of complaints and incidents.

Attendance at Corporate Induction, Moving and Handling training and Work place Induction is monitored monthly by the Workforce Development Team against the new starters list. E-mails are sent to employees and managers informing them of DNA's and the requirement to book onto another session. On the third episode of non compliance, an e-mail will be sent to the employee, Line Manager/Senior Manager, requesting them to reply to Workforce Development Facilitator giving reasons for non compliance.

Junior Doctors and Senior Medical Staff and Trust Grades are monitored monthly through the Medical Education Department.

Monthly reports are updated against the Leaver List and the Workforce Development Team update their records to reflect this information.

8.3. Responsibility

The Head of Workforce Development will be responsible for monitoring and reporting to the Strategic Workforce Development Committee.

8.4. Methodology

Using audit tool attached (see [Appendix B](#)).

8.5. Reporting Arrangements

Monthly reports are run by the Workforce Development Team against the new starters list to ensure compliance with their induction programme.

Non compliance is followed up by writing to the employee and their line manager. Evidence of this data is held in the Workforce Development Department.

8.6. Audit results

The Strategic Workforce Development Committee will review and approve annually an action plan developed by the Trusts lead for induction to improve compliance and ensure improvements in performance occur.

Action plans will be implemented by the Trusts lead for induction who is a nominated individual within the Workforce Development department to ensure learning takes place.

The Workforce Development Managers Group will monitor progress of the action plan on a 6 weekly basis and exceptions will be reported via this group to the Strategic Workforce Development Committee. Identified risks related to the non-compliance with this policy through audit will be registered on the Trust Risk Register system by the Risk Co-ordinator.

9. Equality Impact Assessment

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. An Equality Impact Assessment Screening has been undertaken and there are no adverse or positive impacts.

Table 1: Equality impact Assessment

Group	Positive Impact	Negative Impact	No Impact	Comment
Age			X	
Disability			X	
Gender			X	
Gender Reassignment			X	
Human Rights (rights to privacy, dignity, liberty and non-degrading treatment), marriage and civil partnership			X	
Pregnancy			X	
Maternity and Breastfeeding			X	
Race (ethnic origin)			X	
Religion (or belief)			X	
Sexual Orientation			X	

10. References

NHS Litigation Authority Standards

- 1.2.1 Corporate Induction
- 1.2.2 Local Induction for Permanent Staff
- 1.2.3 Local Induction for Temporary staff

Care Quality Commission Essential Standards of Quality and Safety

- Outcome 14 Supporting Workers
- Outcome 12 Requirements relating to Workers

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2010

- [NHSLA Risk Management Standards](#)
- [NHSLA Risk Management Handbook](#)

Department of Health. (2004). *Introduction to Today's NHS: NHS Corporate Induction Programme*. London: Department of Health. Available at: www.dh.gov.uk

Department of Health. (2007). *Mental Health Policy Implementation Guide: A Learning and Development Toolkit for the whole of the mental health workforce across both health and social care*. London: Department of Health. Available at: www.dh.gov.uk

NHS Employers. (2008). *Staff Induction Packs*. Available on request from: www.nhsemployers.org

NHS Employers and Department of Health. (2004). *Guidelines for NHS Employers: Induction Programmes for Consultants and GPs Recruited From Abroad*. London: Department of Health. Available at: www.dh.gov.uk

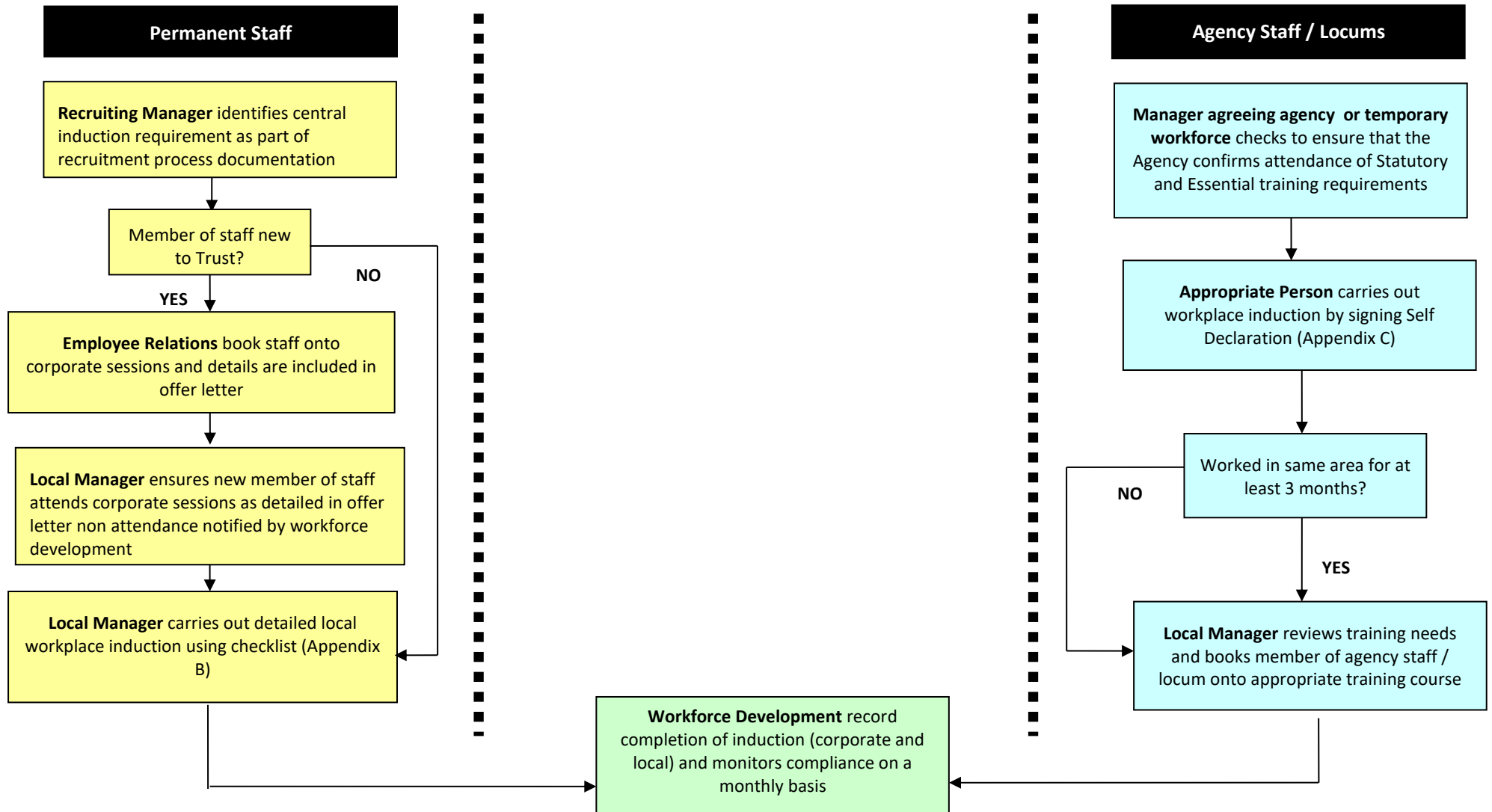
NHS Executive. (1997). *Code of Practice in the Appointment and Employment of HCHS Locum Doctors*. London: Department of Health. Available at: www.dh.gov.uk

11. Associated Documentation

As part of your induction you will need to read the following policies and procedures:

- [Breastfeeding policy](#) (to be read within the first week of employment)
- [Child Protection Policy](#)
- [Disciplinary Policy](#)
- [Fire Safety Policy](#)
- [Incident Reporting Policy](#)
- [Information Security Policy](#)
- [Major Incident Plan](#)
- [Risk Management Policy](#)
- [Safeguarding Adults Policy](#)
- [Secure Environment Policy](#)
- [Smoke-free Policy](#)
- [Standard Infection Control Precautions Policy](#)
- [Telephone Policy](#)
- [Use of Internet – IT Security Guidance \(IT_ISPG 5.3\)](#)
- [Use of email system - IT Security Guidance \(IT_ISPG 5.3\)](#)

You will also be required to read specific policies relating to your area of work/department.



Appendix B: Process for compliance monitoring

Criterion:	2.1 - Corporate Induction 2.2 - Local Induction of Permanent Staff 2.3 - Local Induction of Temporary Staff
(2.1)The organisation has an approved documented process for ensuring the corporate induction arrangements for all new permanent staff that is implemented and monitored.	As a minimum, the approved documentation must include a description of the: <ol style="list-style-type: none"> a. duties b. minimum content of corporate induction programme(s) c. process for ensuring that all new permanent staff are booked onto corporate induction d. process for checking that all new permanent staff complete corporate induction e. process for following up those who fail to attend corporate induction f. process for monitoring compliance with all of the above.
(2.2)The organisation has an approved documented process for ensuring the local induction arrangements for all new permanent staff that is implemented and monitored.	As a minimum, the approved documentation must include a description of the: <ol style="list-style-type: none"> a. duties b. minimum content of local induction programme(s) c. process for checking that all new permanent staff complete local induction d. process for following up those who fail to complete local induction e. process for monitoring compliance with all of the above.
(2.3)The organisation has an approved documented process for ensuring the local induction arrangements for all temporary staff that is implemented and monitored.	As a minimum, the approved documentation must include a description of the: <ol style="list-style-type: none"> a. duties b. minimum content of local induction programme(s) c. process for checking that all temporary staff complete local induction d. process for following up those who fail to complete local induction e. process for monitoring compliance with all of the above.

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individual/ group/ committee	Frequency of monitoring	Responsible individual/ group/ committee (plus timescales) for:		
				Review of results	Development of action plan	Monitoring of action plan & implementation
Process for checking that all new permanent staff complete corporate induction	Workforce Development	Workforce Development Facilitator	Monthly	Monthly	Head of Workforce Development (Annually)	Head of Workforce Development (exceptions will be reported via The Workforce Development Managers Group to the Strategic Workforce Development Committee)
Process for following up those who fail to attend corporate induction.	Workforce Development	Employees Line manager	Monthly	Monthly	Head of Workforce Development (Annually)	Head of Workforce Development (exceptions will be reported via The Workforce Development Managers Group to the Strategic Workforce Development Committee)
Process for checking that all new permanent staff complete local induction	Workforce Development	Workforce Development Facilitator	Monthly	Monthly	Head of Workforce Development (Annually)	Head of Workforce Development (exceptions will be reported via The Workforce Development Managers Group to the Strategic Workforce Development Committee)
Process for following up those who fail to complete local induction	Workforce Development	Employees line manager	Monthly	Monthly	Head of Workforce Development (Annually)	Head of Workforce Development (exceptions will be reported via The Workforce Development Managers Group to the Strategic Workforce Development Committee)

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individual/ group/ committee	Frequency of monitoring	Responsible individual/ group/ committee (plus timescales) for:		
				Review of results	Development of action plan	Monitoring of action plan & implementation
Process for checking that all temporary staff complete local induction	Workforce Development	Workforce Development Facilitator	Monthly	Monthly	Head of Workforce Development (Annually)	Head of Workforce Development (exceptions will be reported via The Workforce Development Managers Group to the Strategic Workforce Development Committee)
Process for following up those who fail to complete local induction	Workforce Development	Manager who is responsible for appointing temporary staff	Monthly	Monthly	Head of Workforce Development (Annually)	Head of Workforce Development (exceptions will be reported via The Workforce Development Managers Group to the Strategic Workforce Development Committee)

Appendix C: Process of booking and following up attendance at Induction

