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## Recruitment, Induction, Training & Development Policy

### 1. Policy Aims:

The purpose of this policy is to set out specific procedures and performance standards to ensure quality onboarding, induction, training and development of employees. This policy is framed around Standard 6 of the Disability Services Standards 2012 and provides for the:

- Identification and documentation of specific employee training needs
- Documentation of financial resources available and utilised for employee induction, training and development
- Investigation and approval of specific training programs
- Identification and documentation of work-related improvements achieved from training

This policy applies to all of Kingfisher Treasure Seekers programs, departments and activities.

### 2. Policy Guidance:

Kingfisher Treasure Seekers is committed to ensuring that all employees are trained and resourced to achieve Kingfisher Treasure Seekers vision and objectives. The policy aims to achieve this objective by linking training and development to a formal supervision process. The supervision process is based on the employee's key responsibilities and promotes sound working practices. The policy will assist Kingfisher Treasure Seekers to meet its obligations under Standard 6 of the Disability Service Standards 2012 to have effective and accountable service management and leadership in order to maximise outcomes for individuals.

### 3. Onboarding

All potential applicants are screened via an interview process. The interviewing panel must consist of a staff member that is trained in Safer Recruitment and they must deem the applicant safe to work before any formal job offer is issued. Prior to a new starter beginning employment, the following should be completed by a member of the Admin Team with checks logged on Atlas. Line managers should ensure all checks have been completed and logged on the first day of employment.

- A DBS check commensurate to the role they are undertaking
- An ID check
- A right to work check

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- References checked for quality and consistency in line with safer recruitment practices

A contract should be offered and signed prior to starting, subject to all checks being completed. Should a check be missing from Atlas, line managers are to suspend the induction process and seek clarification from the General Manager. If checks cannot be confirmed as completed the induction process will be halted until such time as the onboarding process is completed. This is also a good time to discuss with any employee about whether any reasonable adjustments have been identified before they start work.

#### 4. Induction and Development

The following procedures are to be implemented to ensure that Kingfisher Treasure Seekers meets its policy objective of ensuring that all employees are inducted, trained and resourced appropriately to achieve Kingfisher Treasure Seekers' vision and values.

Kingfisher Treasure Seekers will:

- Establish formal induction procedures for all employees and volunteers. Kingfisher Treasure Seekers will ensure all newly appointed staff and volunteers have either attended or are booked for a formal induction program within one week of commencement of employment.
- The induction program will be coordinated by the relevant line managers.
- The induction shall include, as a minimum:
  - Introduction to key staff;
  - The vision and values of Kingfisher Treasure Seekers;
  - Kingfisher Treasure Seekers model of working
  - Occupational safety and health overview;
  - Employee's new role expectations and job description. Atlas website information, discussion of HR policies and employment conditions;
  - Mandatory e-learning training on Atlas, including GDPR Training and Information Security Training;
  - Health Screening Questionnaire, including discussions around whether any reasonable adjustments need to be made, utilising 'Access to Work' where needed;
  - Payroll and salary information;
  - The above and further information relative to induction can be found on the Employee Training Checklist, located in the All Staff Shared Drive.

**Induction is compulsory for all new staff members and is a condition of employment/voluntary work.**

- Identify further training and development opportunities for individual employees through the formal supervision and performance review system
- Identify management training opportunities for senior staff of the agency
- Encourage and utilise industry provided training programs wherever feasible
- Ensure that training opportunities are properly researched, costed against budget parameters and promptly approved
- Maintain a record for Kingfisher Treasure Seekers' employees and volunteers which include training goals, actual training undertaken and subsequent work gains
- Make provision for staff training and development in the annual budget
- Promptly investigate and consider any employee's grievance regarding training and development

**Performance Standards**

The following performance standards must be met to ensure that the procedures specified in this policy are implemented effectively:

1. All new employees have been provided with access to a copy of Kingfisher Treasure Seekers Policies (available on Atlas)
2. New employees and volunteers have successfully completed the induction program during the first month of employment and prior to working with service users in an unsupervised capacity
3. The probation period shall be signed off by both the employee and the manager using Probationary Review Form
4. A record of employee training and development is kept in the employees personnel file on Atlas.
5. Annual review of performance documentation has been undertaken demonstrating timely feedback on performance and outcomes by line managers.
6. Any grievances that have been lodged have been addressed in accordance with the training and development principles and procedures outlined in this policy and the Policy on Staff Grievances.



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\*\*Failure to comply with this policy will be viewed seriously and may result in disciplinary action