



Australian Chiropractic College

POLICY AND PROCEDURE

STAFF INDUCTION and PROFESSIONAL DEVELOPMENT

PURPOSE

The College is committed to ensure that all new staff members are systematically introduced to the College, their roles and co-workers and have the knowledge and skills required to meet the needs of their role and the expectations of the College. The ACC is also committed to the building of current staff capabilities, talents and effectiveness through the availability and accessibility of professional development opportunities.

SCOPE

This policy and corresponding procedures apply to all staff members and teaching staff of the ACC.

POLICY STATEMENT

The professional development process starts with the initial induction, orientation and probation processes associated with the recruitment of new staff to the ACC. This will be followed by training, as required, in the application and utilisation of College systems, policies and procedures. The professional development process culminates annually in a Performance Review process (see, Performance Review Policy and Procedure) used to establish future personal and career goals, providing feedback on performance and identifying development needs for personal career advancement and/or organisational needs.

PROCEDURES

INDUCTION

The following procedures outline the induction process required of all staff new to the College as well as existing staff who are commencing a new appointment or role within the College.

1.1. All new staff members are required to:

- Complete Onsite and OHS inductions with their appointed supervisor within the first week of employment;
- Complete Online Corporate Induction within 1 month of commencing work at the College;
- Complete an Online Behaviour In the Workplace Induction within 1 month of commencing work at the College.

1.2. All existing staff members commencing a new appointment are required to:

- Complete Onsite and OHS inductions with their appointed supervisor;
- Complete Online Corporate Induction.

1.3. Continuing staff will be responsible for ensuring currency with updated induction information and will be required to complete on-going online training. This training will be required to be updated every 2 years.

2. Onsite Induction

Within the first week of commencing employment at ACC, all new staff members will complete an Onsite Induction.

At which time the appointed supervisor will ensure the following:

- Introduction of new staff to co-workers and colleagues;
- Allocation of (if necessary) a work space;
- Ensure working access and password allocation to relevant College systems;
- Tour of College amenities and facilities (restrooms, lunchrooms, gym) etc;
- Discussion of probation requirement and processes;
- Discussion of performance expectations, employees duties and allowance of ongoing development opportunities;
- Handover of a copy of the Staff Handbook complete with a copy of the Staff Enterprise Agreement and Academic and Corporate Policies and Procedures.

2.1. The onsite induction process will allow for the opportunity to discuss any other matters the new staff member may have.

2.2. A copy of the Onsite Induction checklist will be completed and signed by both the staff member and the supervisor, acknowledging the completion and understanding of the discussed content. This signed form will then be sent to Human Resources and attached to the employee's file.

3. OCCUPATIONAL HEALTH & SAFETY INDUCTION

Within the first week of employment all new staff members along with their appointed supervisor are required to complete the Occupational Health & Safety Induction.

3.1. The supervisor will be responsible for:

- Introduction of the new staff member to any OH&S representatives and onsite first aid officer;
- Identification of the local emergency assembly points and emergency exits;
- Advise on the processes required for the reporting of injuries or hazards;
- Discussion of workstation setup addressing ergonomic concerns and assessment.

3.2. Occupational Health and Safety Induction will differ depending on area of College employment; see the [Occupational Health and Safety Policy and Procedure](#) for more detail.

- 3.3. Time will be allocated during the OH&S Induction to allow for the opportunity to discuss any other matters the new staff member may have.
- 3.4. A copy of the OH&S Induction checklist will be completed and signed by both the staff member and the supervisor, acknowledging the completion and understanding of the discussed content. This signed form will then be sent to Human Resources and attached to the employee's file.

4. BEHAVIOUR IN THE WORKPLACE

All new staff will be required to complete an online Behaviour in the Workplace Induction. This training will provide the information on preventing and managing workplace bullying, discrimination and harassment. The training will also provide an outline of the College's expectations with regard to these matters.

- 4.1. Supervisors will be responsible to ensure all new staff members have completed training.
- 4.2. Human Resources will maintain records of completed Online Behaviour in the Workplace training.
- 4.3. More information regarding policy and procedure toward Behaviour in the Workplace can be found in the College's Code of Conduct, and Equity Policy.

PROFESSIONAL DEVELOPMENT

The ACC actively encourages and promotes professional development of all staff in order to provide development of skill and ability to support for personal career and College strategic planning goals.

As such the College will invest in their staff so that they are continually seen and benchmarked as the highest calibre of professionalism and academic excellence. In order to achieve this the ACC will:

- Provide annual succession planning to determine career development pathways needed to reach identified goals;
- Support staff involvement in professional bodies;
- Identify and manage employees who demonstrate the willingness or potential to progress to managerial or leadership roles;
- Build staff awareness of local communities and indigenous cultures developing an understanding of intercultural diversity and creating pathways to engage with language and cultural differences;
- Support staff to gain international research, teaching and work experience.

5. IDENTIFICATION OF DEVELOPMENT NEED

- 5.1. Consideration as to specific career needs of staff is to be undertaken when identifying development needs. These considerations should take into account the personal goals and aspirations of the staff member as well as the College's overall strategic plan.
- 5.2. Identification of development needs may become apparent following:
 - The completion of any required probationary periods;
 - Routine performance review cycles;
 - Promotion or transition to a new role;

- Analysis of group training needs.

6. APPROVAL

6.1. All staff are eligible to participate in professional development activities and the College has the responsibility to ensure a fair, transparent and equitable process is followed when considering professional development applications for approval.

6.2. For approval to be granted the following criteria should be identified:

- Demonstration of relevance to the staff members current role, responsibilities and College expectations of that role.
- Support the progression of the staff member as identified in performance review goals and targets.
- Align with the College's strategic and Critical path, including the development of leadership and managerial roles.
- Represent a reasonable return on investment, meaning the costs incurred are justifiable considering the level of development that would be obtained.
- Learnt information will be transferable into the work place and current role and responsibilities.
- Both funding and leave need to be approved inline with Staffing and Financial Delegation frameworks

7. RESOURCING

7.1. Consideration of resources available at the time of development application will also be taken into consideration during the approval process.

7.2. Resources considered include:

- Time – Study leave, Research Leave, PhD Completion
- Financial

7.3. Professional Development leave should be considered in conjunction with the requirements development approval. Consideration of all other approved leave is necessary prior to approval of professional development leave.

7.4. The ACC make provision for the allocation of funds toward professional development. This however is discretionary and is not an entitlement.

7.5. The decision to provide financial support is dependent on the staff member's supervisor in consultation with the appropriate financial delegating authority.

REVIEW

The policy is to be reviewed by 8 November 2019.

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