

(NOTE: Throughout this document, THE TEACHER TRAINER LTD is referred to as TTT)

TTT POLICY DOCUMENT

Staff Induction Policy

How TTT brings new staff and associates on board safely, consistently and effectively.

Document Control

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Policy Owner	Phenil Mehta, Centre Manager
Induction Lead	Phenil Mehta, phenil@theteachertrainer.co.uk
Approved By	Phenil Mehta, Centre Manager
Classification	Public
Applies To	All new TTT employees, associates, contractors and volunteers

Staff Induction Policy

1. Purpose

This policy sets out how TTT brings new staff, associates, contractors and volunteers on board in a safe, consistent and effective way. A structured induction protects learners from day one, confirms that every new joiner understands TTT's expectations and helps the individual settle into their role and succeed. It works with the Safer Recruitment Policy, the Staff Code of Conduct and the CPD Policy.

2. Scope

This policy applies to:

- Every new TTT employee, associate, contractor or volunteer
- Any staff member returning from long-term absence of six months or more
- Any staff member moving into a substantively different role, where a refresh induction is proportionate

3. Definitions

The following terms carry the meanings given throughout this policy.

Induction	The structured process by which a new joiner is welcomed to TTT, given the information they need to do their role safely and effectively and introduced to TTT's policies, systems and people.
Induction Lead	The person responsible for planning and overseeing a new joiner's induction, typically the Centre Manager or Course Coordinator.
Probation Period	For employees, the defined initial period during which performance and fit for role are formally reviewed.
Induction Checklist	The standard checklist TTT uses to track completion of mandatory induction activities.

4. Policy Statement

TTT is committed to the following principles and commitments.

1. Every new joiner receives a structured induction proportionate to their role.
2. Induction begins before the first day and continues through at least the first three months.
3. Safeguarding, data protection, health and safety and the Staff Code of Conduct are covered during the first week for every joiner.
4. Role-specific competence, including occupational and pedagogical currency for Course Tutors, Assessors and IQAs, is confirmed before any independent learner-facing activity.
5. Induction is recorded on an Induction Checklist signed by the joiner and the Induction Lead.
6. Induction feeds directly into the CPD Plan for the first year.

7. Employees have a formal probation review; associates have a structured first-engagement review.

5. Roles and Responsibilities

Role	Responsibility
Centre Manager (Phenil Mehta)	Overall accountability; signs off induction completion; meets the new joiner within the first two weeks; reviews policy annually.
Induction Lead (typically Course Coordinator)	Plans the induction schedule; issues the Induction Checklist; organises introductions and access; tracks completion; raises any concern.
Buddy (experienced colleague)	Where appropriate, acts as day-to-day contact for informal questions and settling-in support.
New joiner	Engages with the induction programme; completes reading and training; raises questions and concerns; keeps own evidence of completion.

6. Pre-Start Arrangements

- Confirm completion of the Vetting Pack under the Safer Recruitment Policy
- Issue written statement of employment or associate service agreement
- Provide a welcome pack containing first-day schedule, key policies, contact list and IT setup instructions
- Set up accounts, LMS access and email with MFA, in line with the Information Security and Cyber Security Policy, with permissions no greater than needed
- Issue the Induction Checklist to both the joiner and the Induction Lead

7. First Week: Core Induction

The first week covers the essentials needed to begin work safely. The following are mandatory for every new joiner.

Topic	Covered by
Welcome and introduction	Meeting with the Centre Manager or Induction Lead; overview of TTT, its qualifications, Awarding Organisations and learner profile
Staff Code of Conduct	Reading and signed acknowledgement
Safeguarding and Prevent Duty Policy	Briefing from the DSL (Centre Manager); introduction to the Deputy DSL; signed acknowledgement
Data Protection and GDPR Policy and Privacy Notice	Briefing covering UK GDPR principles, lawful bases, breach reporting and data subject rights
Information Security and Cyber Security Policy	Briefing on access, MFA, devices, phishing and incident reporting

Topic	Covered by
Health and Safety Policy	Briefing on workstation ergonomics, online delivery health, incident reporting
Equality, Diversity and Inclusion Policy and Anti-Bullying and Harassment Policy	Signed acknowledgement and discussion of behaviours expected
Conflict of Interest Policy	Initial declaration completed on the first day
Anti-Bribery and Corruption Policy	Briefing on the Bribery Act, gifts and hospitality limits, reporting routes
Whistleblowing Policy	Briefing on routes to raise concerns and PIDA protections
Systems orientation	LMS, email, file storage, finance (where relevant), messaging
Team introductions	Meetings with colleagues the joiner will work with day-to-day

8. Role-Specific Induction

8.1 Course Tutors

- Walkthrough of course specifications and materials for qualifications to be taught
- Introduction to lesson planning and the use of the Scheme of Work
- Observation of an experienced tutor delivering an online session before leading independently
- Confirmation of occupational and pedagogical currency under the CPD Policy

8.2 Course Assessors

- Briefing on assessment methods for each qualification and the Awarding Organisation's assessment policy
- Walkthrough of standardisation minutes from the most recent meeting
- Shadow-marking of two assignments with an experienced assessor before independent marking
- Introduction to the IQA process and the assessor's role within it

8.3 Internal Quality Assurers

- Briefing on TTT's IQA Policy and sampling plan, including the risk-based, CAMERA-informed approach
- Walkthrough of the IQA Sampling Report template and recent standardisation records
- Shadowing of a sampling cycle before independent activity
- Introduction to the EQA relationship and the centre's recent EQA reports

8.4 Administrative staff

- Walkthrough of enquiry-to-enrolment process, finance touchpoints and complaint handling
- Training on the LMS, finance software, email templates and the Single Central Record

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- Briefing on the Complaints, Appeals and Course Terms and Conditions policies

9. First Month: Embedding

- A 30-day check-in meeting with the Induction Lead; open review of what is working and what needs more support
- Introduction to the Awarding Organisations relevant to the role
- Participation in at least one standardisation meeting (for Assessors and IQAs)
- Completion of any Awarding Organisation mandatory registration or system access

10. First Three Months: Probation and Final Sign-Off

- For employees, a formal 90-day probation review against the role profile
- For associates, a first-engagement review against the service agreement
- Completion of all mandatory training refreshers
- Final sign-off of the Induction Checklist by the Induction Lead and the new joiner, countersigned by the Centre Manager
- The Annual CPD Plan is then confirmed under the CPD Policy

11. Induction Checklist Outline

The Induction Checklist records, for each new joiner, the date completed and the sign-off initials for each of the following:

- Vetting Pack confirmed complete
- Welcome pack and first-day schedule received
- Staff Code of Conduct read and signed
- Safeguarding and Prevent Duty briefing and signed acknowledgement
- Data Protection and GDPR briefing
- Information Security and Cyber Security briefing; MFA enabled on every TTT account
- Health and Safety briefing
- Equality, Diversity and Inclusion and Anti-Bullying and Harassment briefings
- Initial Conflict of Interest declaration
- Anti-Bribery and Corruption briefing
- Whistleblowing briefing
- Systems access and orientation confirmed
- Role-specific competence confirmed (Section 8)
- 30-day, 60-day and 90-day reviews completed
- Annual CPD Plan agreed

12. Induction for Returning or Role-Changing Staff

- Staff returning from an absence of six months or more complete a refresh induction covering any policy or system changes since they were last active
- Staff moving into a substantively different role complete the role-specific module in Section 8 and any new briefings appropriate to the new responsibilities

13. Records and Retention

- The Induction Checklist and associated evidence is retained for the duration of engagement plus 6 years under the Data Retention and Disposal Policy
- Signed acknowledgements of the Staff Code of Conduct and the Safeguarding and Prevent Duty Policy are held on the personal file
- Date of induction completion is recorded on the Single Central Record

14. Monitoring and Review

This policy is reviewed annually by the Centre Manager as part of TTT's self-evaluation process. Interim reviews are triggered by new policies, Awarding Organisation requirement changes or feedback from new joiners that the process is not working as intended. All outcomes are recorded in the Version History at Section 16.

15. Related Documents

This policy should be read alongside:

- Safer Recruitment Policy
- Staff Code of Conduct
- Staff Disciplinary and Sanctions Policy
- Grievance Policy
- Continuing Professional Development (CPD) Policy
- Safeguarding and Prevent Duty Policy
- Data Protection and GDPR Policy
- Information Security and Cyber Security Policy
- Health and Safety Policy
- Equality, Diversity and Inclusion Policy
- Anti-Bullying and Harassment Policy
- Conflict of Interest Policy
- Anti-Bribery and Corruption Policy
- Whistleblowing Policy
- Assessment Policy
- Internal Quality Assurance (IQA) Policy

16. Version History

Version	Date	Author	Summary of Changes
1.0	22/04/2026	Phenil Mehta	Supersedes the prior combined Staff Induction and Sanctions Policy dated 07/04/2026, which has been split into two standalone policies. Appeals residue removed. Structured first-week core induction, role-specific modules (Tutor, Assessor, IQA, Admin), 30/60/90-day reviews, Induction Checklist and CPD Plan handover added.

17. Approval

This policy has been reviewed and approved by the Centre Manager of TTT.

Phenil Mehta

Name

P Mehta

Signature

22/04/2026

Date