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## HR - Induction, Training and Staff Development

### **POLICY**

Headway Gippsland Inc. has processes to follow to ensure that all new and existing staff have appropriate skills, experience and qualifications to provide required services to clients.

### **PROCEDURE**

#### **Induction**

The General Manager will delegate and/or undertake the Orientation and Induction and complete the Induction Checklist.

All Headway Gippsland Inc. employees will be inducted following completion of pre-screening requirements and Induction within 3 months of commencing employment.

All staff employed to work with participants of the National Disability Insurance Scheme are required to complete the NDIS disability worker induction module.

Induction process includes, but is not exclusive to the provision of:

- Staff Handbook includes sign off acknowledgement.
- Meeting with key Headway Gippsland Inc., personnel.
- Provision of time to review the organisations policy/procedure manuals and seek clarification as required.
- The identification of any immediate training needs in consultation with the manager.

#### **Staff Training**

Staff are made aware of any upcoming training opportunities in our monthly newsletter. It is compulsory for all Headway Gippsland Inc. staff to complete either a face to face training session or Self Directed learning Package for:

- Manual Handling
- Fire Safety (office based)
- Hazard and Incident Reporting (internal)
- Incident Reporting (external)
- Harassment, Bullying and Discrimination
- Safe Food Handling

External training providers may be used for any training that requires specialist knowledge. All external training must be signed off by the General Manager prior to confirmation. Induction, training and staff development. All training attended will be recorded in the staff member's file on SupportAbility.

#### **Supervision**

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Permanent staff will undertake regular formal supervision. Each staff member will be allocated a supervisor. Supervision will be recorded on the supervision record form. A copy will be retained on the staff member's electronic file.

### **Performance Appraisal**

Permanent staff have an appraisal completed annually. The position description will be used to facilitate performance appraisal against key responsibilities and will be reviewed and amended as necessary as part of the appraisal process.

During the appraisal meeting, training and learning/development needs and opportunities will be discussed and planned for the upcoming year. Any training deficits will be discussed and addressed in an individual professional development plan that will be recorded on the staff appraisal form and monitored by Headway Management.