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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 the appropriate skills, experience and qualifications to provide required services to clients.

### **PROCEDURE**

#### **Induction**

The Chief Executive Officer 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 employment.

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

The induction process includes, but is not exclusive to, the provision of the following:

- Staff Handbook
- Meeting with essential Headway Gippsland Inc. personnel.
- Human and Disability Rights
- The National Disability Insurance Scheme Practice Standards
- Duty of Care legislation & requirements
- Recognising child abuse and zero tolerance
- Emergency situations and evacuation
- Introduction to OH&S principles for support workers
- Infection prevention and hygiene practices
- Incident Reporting

#### **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

External training providers may be used for any training that requires specialist knowledge. All external training must be signed off by the Chief Executive Officer prior to confirmation. Induction, training and staff development. All training attended will be recorded in the staff member's file on the CRM and then save to the QMS

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### **Supervision**

Support Coordinators and Life Skills Officers will perform supervision 6 monthly with their direct supervisor. Supervision will be recorded on the supervision record form. A copy will be retained on the staff member's electronic file. Refer to [Form – Employee - Supervision](#)

### **Employee review**

Permanent/ Casual staff have an employee review completed annually. The position description will facilitate this review against key responsibilities and will be amended as necessary as part of the process. Refer to [Form – Employee - Review](#)

Training and learning/development needs and opportunities will be discussed during the review meeting 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 review form and monitored by Headway Management.

Also Refer to

[HR – Performance Management](#)