

**POLICY STATEMENT**

This policy outlines the Orientation that all new employees undertake.

**GLOSSARY OF TERMS**

**CROSS REFERENCES and other RESOURCE MATERIAL**

[Form-006 Employee Orientation Checklist](#)

Prepared by:	Department:	Authorised:	Review Cycle:	Issue Number:
D. Reid	Administration	Directors	Bi-Annual	01-01-2007
				Issue 2

All new employees undertake the following Orientation:

1. Briefing with the Directors or delegate explaining what the company does, where we go and what our future plans are, including discussion of Business Plan.
2. Security arrangements at client sites
3. Health and safety including lone worker and driving policies
4. Teaching requirements and contract
5. The use of the Employee web-site – how to access, what is on etc
6. Completion of employment forms & signature
7. Discussion of important policies
8. Introduction to other employees
9. Training needs and requirements
10. The individuals role within the company

*At the conclusion of the employee orientation, where applicable, a sample signature will be confirmed, and the employee added to the register or instructors/assessors.*

*Upon resignation the employees details will be removed from the register of instructors/assessors*