



Staff Induction Policy _____

STAFF INDUCTION POLICY

SKILLS EMPOWERMENT TRAINING SOLUTIONS LIMITED

Staff Recruitment

All Staff members apply for skills employment positions through a central portal

Skills Empowerment is an equal opportunity Employer and would select Staff members who meet the job specific requirements

All Staff members must be inducted by an authorized Executive of the Company Namely the Director or Lead Internal Verifier on the Following

1. Safeguarding
2. Equal Opportunity
3. Malpractice and Maladministration
4. Assessment
5. Teaching and Learning
6. Preventing Bullying
7. Reporting Standards
8. Awarding Body Requirements
9. Industry Specific requirements
10. Other Regulatory Body Requirements e.g OFSTED
11. Quality Assurance
12. Human Resources
13. Student Induction
14. Initial Assessment
15. Invigilation
16. Prevent and Anti Radicalization
17. Minimum core requirement
18. Appeals Procedure
19. Any other policy requirements

Management is to ensure that all staff members remain current and comply with all Induction program as auctioned by this policy



SKILLS EMPOWERMENT TRAINING SOLUTIONS **SETS**

Staff Induction Policy

All New Staff must be inducted within 21 days of securing employment with the company

Signed

Director

Date updated:

