



# Induction Checklist

Date:	
Candidate:	
Inducted By:	

When induction information has been presented and discussed the Client or new Staff Member, will tick off and initial the relevant induction information to indicate that this has been covered and that it is understood. If the listed information area is not relevant, then tick and initial the Not Applicable (N/A) column.  
 The person conducting the induction is then required to sign off on induction information that they have delivered by indicating it is understood by the Client or new Staff Member. This completed document to be placed on personal file.

## Section 1

Induction Information	Staff	Student	N/A
Introduction			
Competency-Based Training & Assessment			
Enrolment Procedures			
Skills Recognition Arrangements			
Appeals, complaints & grievances			
Language, Literacy & Numeracy			
Welfare & Guidance Services			
Disciplinary Procedures			
Access & Equity			
Mutual Recognition			
Recruitment			
Record Keeping			
Issuance of Qualifications & the Unique Student Identifier (USI)			
Continuous improvement			
Marketing			
Fees & Charges			
DTW Designs (Qld) Pty Ltd Roles and Responsibilities			
Company Staff Introductions			
Building Security			
Parking/Transport/Local Services			

**UNCONTROLLED IN HARD COPY FORMAT**

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Created by: RTO Administrator  
 Approved by: Owen Brischke  
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**Section 2****Acknowledgement**

I have been inducted into the processes of DTW Designs (Qld) Pty Ltd and understand my requirements in regard to adherence to all policies and procedures.

Print Name:		Date:	
Signature:		Position	

**Section 3****Authorisation**

Print Name:		Date:	
Signature:		Position:	