

# Staff Induction Policy

## Section 1 - Background Information

(1) Australian Catholic University recognises that effective induction is critical to ensure that staff can contribute to the [ACU Mission, Identity and Values](#), are aware of their legal obligations as staff members of the University and are enabled to undertake their work roles quickly and effectively. The University is committed to providing induction to all new staff, however also recognises that some elements of induction are required when staff change roles.

(2) The University recognises that successful induction is a responsibility shared between the nominated supervisor and the commencing staff member and supported by colleagues in the relevant organisational unit or other relevant areas of the University.

## Section 2 - Policy Statement

(3) The ACU Induction Program provides a mechanism for introducing new staff members to their role and responsibilities and to the [ACU Mission, Identity and Values](#), culture, ethos, community, organisational structure and the legal requirements associated with employment at the University. Undertaking and completing the ACU Induction Program, including successful completion of essential online learning modules, within the first six months is a condition of employment for all new staff of ACU to whom this Policy applies.

## Section 3 - Purpose

(4) The purpose of this Policy is to outline the role of induction at ACU and the roles and responsibilities of successful induction.

## Section 4 - Application of Policy

(5) This Policy applies to all continuing and fixed term Professional and Academic Staff. It is a requirement that a staff member completes the ACU Induction Program within the first six months of employment at ACU or within the period of the fixed term appointment in circumstances where the period is less than six months.

## Section 5 - Procedures

### Part A - Program Components

(6) At the time of appointment, a new staff member is introduced to the ACU Induction Program via their employment contract and the new starter email sent by People and Capability. There are four components of the ACU Induction Program:

#### 1 on 1 with Supervisor

(7) The nominated supervisor will provide new staff members with a local workplace induction during the first weeks of

employment. This normally includes:

- a. understanding employment arrangements, defining expectations and translating the role into practice;
- b. health and safety;
- c. workstation, email and communication systems;
- d. accessing key organisational systems to perform the role;
- e. local workplace issues / customs;
- f. working conditions, processes and procedures;
- g. probation processes; and
- h. managing for performance process and annual cycle key contacts.

## **E-Essentials**

(8) These on-line training modules focus on a range of statutory and legal requirements that new staff members must complete. The on-line training modules may apply to all staff or be role specific. Staff will receive notification of the relevant on-line modules that require completion. The on-line modules are designed to equip new staff members with the basic underlying principles and understanding of the legislation which governs the University and are a compulsory requirement of employment.

## **E-Induction**

(9) Staff will also be enrolled in E-Induction upon commencement, which includes a number of modules:

- a. History of ACU, Catholic Intellectual Life and Ethics Module: This recorded Q&A webinar presented by Professor Hayden Ramsay, Deputy Vice-Chancellor (Education) on the history of ACU, Catholic Intellectual Life and Ethics.
- b. All Endeavours Grounded in Mission Workshop: This interactive workshop provides an opportunity for staff to understand and participate in a discussion about the [ACU Mission, Identity and Values](#) and their importance at ACU, the Catholic Intellectual Tradition and how the Mission aligns with work at ACU.
- c. Cultural Awareness Workshop: This interactive workshop introduces new starters to the [ACU Reconciliation Action Plan](#) and provides and explores strategies to create and support a culturally safe environment for the Aboriginal and Torres Strait Islander community.

## **U@ACU**

(10) The final component of the ACU Induction Program is facilitated by People and Capability and is an opportunity to consolidate their understanding and reflect on their Induction journey. New starters can ask questions and provide feedback about their Induction experience at ACU.

## **Part B - Roles and Responsibilities**

(11) Responsibility for the various components of the ACU Induction Program rests with a range of positions and organisational work units. These are outlined below:

### **Nominated Supervisor**

(12) The nominated supervisor is the key person in the induction process and has responsibility for the overall conduct of the induction process including:

- a. establishing through University processes the Properties and Facilities and Information Technology requirements in time for the new staff members start date, in order that keys, computer access and email accounts maybe organised before the staff member commences;

- b. ensuring that an ergonomically sound and appropriately equipped work environment is provided for the new staff member;
- c. welcoming the new staff member to the University and to the work unit;
- d. introducing the new staff member to work colleagues;
- e. clarifying any probationary criteria and the probation review process;
- f. ensuring that the new staff member has a clear understanding of their role and responsibilities, including the Progress Plan;
- g. providing the new staff member with documents or web addresses for accessing relevant information; and
- h. ensuring that the new staff member completes the components of the ACU Induction Program within the first six months of the new staff members employment or a lesser period for short term fixed term appointments.

(13) The nominated supervisor may delegate all or part of the Induction Process to an assistant supervisor however, overall accountability remains with the nominated supervisor.

## **Staff Member**

(14) As a condition of their employment, the new staff member is responsible for participating in and completing the four components of the ACU Induction Program in consultation with their nominated supervisor, normally within the first six months of employment with ACU or as soon as practicable, or within the period of the fixed term appointment in circumstances where the period is less than six months.

(15) This includes completion of the:

- a. 1-on-1 meeting with Supervisor;
- b. E-Essentials;
- c. E-Induction; and
- d. U@ACU.

## **People and Capability**

(16) People and Capability is responsible for:

- a. issuing Offer of Appointment letters, the new starter email that introduces the ACU Induction Program;
- b. assisting nominated supervisors as necessary in the implementation of the ACU Induction Program;
- c. establishing, maintaining and co-ordinating the ACU Induction Program;
- d. policy and procedure framework;
- e. facilitating U@ACU;
- f. inviting new staff members to the U@ACU Induction workshops;
- g. maintaining records of attendance, participation and completion in all ACU Induction components; and
- h. monitoring and reporting on the implementation of the ACU Induction Program.

## **Campus Ministry**

(17) Campus Ministry supports the University's Induction Program by assisting in the facilitation of the [ACU Mission, Identity and Values](#) and Catholic Intellectual Tradition as part of the E-Induction.

## **Properties and Facilities**

(18) Properties and Facilities is responsible for allocating work spaces and facilities, issuing keys and, where applicable, other security equipment, for new staff as requested by the nominated supervisor.

## Information Technology

(19) Information Technology is responsible for issuing digital identity including an email account for new staff in line with organisational processes.

## Section 6 - Revisions made to this Policy

(20) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
11 February 2019	Editorial	Updated U@ACU Induction Workshop information and Service Central information for further assistance.
3 May 2021	Minor	Updated to reflect that staff induction is now online and includes updates to program components.

(21) The University will develop a process for reviewing the effectiveness of this Policy. Where applicable, the review will take account of necessary changes to other relevant University policies and procedures. To assist such considerations, a staff member wishing to suggest improvements to this Policy is invited to forward their suggestions to People and Capability.

## Section 7 - Further Assistance

(22) Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).

## Section 8 - Associated Information

(23) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	16th February 2024
<b>Review Date</b>	30th April 2024
<b>Approval Authority</b>	Vice-Chancellor and President
<b>Approval Date</b>	16th February 2024
<b>Expiry Date</b>	28th August 2024
<b>Responsible Executive</b>	Angelle Laurence Chief People Officer
<b>Responsible Manager</b>	Angelle Laurence Chief People Officer
<b>Enquiries Contact</b>	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability