

Employer checklist & student induction



✓	Task (two weeks out)
<input type="checkbox"/>	Complete the relevant paperwork with the school or work experience provider including risk assessment
<input type="checkbox"/>	Confirm duration, dates and job role for students work placement and nominate a 'buddy' for the student
<input type="checkbox"/>	Meet with the student face to face or speak over the phone to ascertain suitability
<input type="checkbox"/>	Appoint a workplace supervisor and consult with staff to determine relevant activities that the student can safely undertake
<input type="checkbox"/>	Obtain a copy of the signed confidentiality agreement
Student workplace induction It is expected that each student will be given an induction to their particular industry work placement. The following should be included:	
<input type="checkbox"/>	Provide a description of the business - Products and services offered, opening hours etc
<input type="checkbox"/>	Outline the management structure and introduce the student to key personnel, other staff members and their workplace supervisor
<input type="checkbox"/>	Discuss the duties and responsibilities of their job role
<input type="checkbox"/>	Discuss workplace behaviour requirements and expectations, work rules and conditions – start, finish and break times, language, attitude and mobile phones
<input type="checkbox"/>	Explain the dress standards applicable to the job role and workplace - uniform and presentation
<input type="checkbox"/>	Demonstrate the safety requirements applicable to the job role and workplace, and provide any required PPE
<input type="checkbox"/>	Discuss relevant workplace policies and procedures – emergencies, evacuation, telephone use, internet use , grievances (who to speak with if there is an issue/problem)
<input type="checkbox"/>	Conduct a site visit of the workplace and its facilities, including toilets, staff break areas, change room
<input type="checkbox"/>	Discuss the procedures for non-attendance (who to contact and by when) and enquire as to how they will be getting to work each day

This induction will ensure that the student remains safe, empowered and will assisting them in obtaining the best possible experience in your workplace.

Supervisor name

Business name

Position

Date of induction

Supervisor signature

