Induction

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Applies From:	Immediately		

All policies on the Ara website are the current version. Please check date of this hard copy before proceeding.

1 Principles

1.1 Purpose

The purpose of this policy is to ensure consistency in bringing, and retaining employees using Ara Kaupapa, values, and working environment in order to facilitate a productive and satisfying working relationship for both the employee and the institute.

1.2 Scope and Application

This policy applies to all tenured full-time, part-time, and proportional, and to fixed-term full-time and part-time Ara employees. When they are beginning their employment with the institute and when they change their work area or level of responsibility.

1.3 Formal Delegations

As specified in the CPP120a Delegations Register.

1.4 Definitions

a **Induction:** an initial introduction to the organisation intended to familiarise new kaimahi with their role and workplace processes

b **Onboarding:** a longer-term process designed to ensure new kaimahi are fully integrated into the organisation. Typically actioned through the 90-day+ onboarding plan.

c **Orientation/Kaimahi whakatau:** A half-day session, run by P&C, designed to provide new employees with an overview of the organisation including taking part in a Whakatau, hearing from the leadership team, learning about the Framework for Māori Achievement and about some of our departments.

d **System Induction:** A one-hour session, run by P&C, designed to provide new employees with an overview of some the tools needed to do their role. This will generally occur within the first 2 weeks of appointment.

Related Ara Procedures and guides	**Related Ara Policies**
• 90-Day+ Onboarding Plan	• CPP203 Workload Assessment • CPP217 Professional Development • CPP223 Talent Growth – Valuable Conversations • CPP501 Safety, Health and Wellbeing
Related Legislation or Other Documentation • Education and Training Act 2020	
References	
Notes Management and staff may seek further advice regarding induction processes from: • Waituhi (Ara's intranet)	

- their immediate manager
- the designated P&C Business Partner for their area
- People and Capability team

2 Principles

2.1 Induction plays a significant role in creating the foundation for a productive working relationship between an employee and the institute.

2.2 Induction provides newly appointed employee/kaimahi with knowledge of the institute, its values, core processes, systems, alongside the practical information necessary for doing their job and becoming a productive and engaged employee.

2.3 Induction is critical to gaining performance levels that meet the needs of the institute as quickly as possible.

3 Associated procedures for Ara Corporate Policy on: Induction

Contents:

3.1 General
3.2 The Role of People and Capability
3.3 Role of the Line Manager
3.4 Role of the Employee

3.1 General

a Induction will include the following –

i An understanding of Ara kaupapa and values, its commitment to the Treaty of Waitangi and through the formal Whakatau welcoming ceremony (welcoming all employees/kaimahi on behalf of Ngāi Tūāhuriri) at Orientation, an introduction to tikanga Māori (Māori protocol).

ii Relevant institute-wide policies and procedures.

iii Mandatory training relating to health and safety or legal areas.

iv Health and safety induction to the work area and tasks must be provided as soon as practicable (ideally on day one but no later than within the first week).

v Access to online modules which facilitate required learning in other essential areas relating to ethical and inclusive workplace practices.

vi Job information and training relating to the position.

vii System training required for the position.

viii Introduction to relevant employees and leaders.

ix Introduction to the environment, facilities, and services provided for the employees.

b The required training for individual employees/kaimahi will vary - requirements are indicated in the 90-day Induction programme (90-day plan) for that employee.

3.2 The Role of P&C

a Institute-wide induction is provided by P&C.

b P&C provide templates for induction planning (90-day plan) and support is available to assist managers in planning an appropriate induction.

c Ara Orientation/kaimahi whakatau is co-ordinated by P&C. Most employees are required to attend orientation. Please see P&C in regard to the exceptions. The manager's responsibility regarding orientation is to enable a new employee to attend.

3.3 Role of the Line Manager

a The line manager will –

i Devise a written individualised detailed 90-day plan based around the Ara 90-Day plan, before a new employee starts work. It will be discussed with the employee on their first day and implementation will begin.

ii Complete the 90-day plan with the employee and return the completed form to P&C at the completion of the 90 days. This will be placed on the colleague's file.

iii Take the time, direction, and opportunity to effectively complete the 90-day plan.

iv Ensure that the employee can access Ara information, tools, systems, and processes to the appropriate level.

v Regularly meet with the employee/kaimahi and ensure that any concerns regarding their induction are attended to and that there is follow-up on progress with adaptations to meet changing circumstances and needs.

vi Enable all new employees (as per the definition in clause 1.2) to attend orientation.

vii Devise and implement an appropriate induction plan where an employee may move into a different role where they have a significant change in employment conditions and/or role responsibilities –

- Move from part-time to proportional or full-time
- A promotion, secondment, or shift into a new role and/or department.
- In this case the induction plan should be completed and emailed to P&C at 90 days

b Ensure contractors complete the online Health and Safety Induction as a minimum (available from Waituhi – Ara's intranet).

3.4 Role of the Employee

a The employee will –

i Take part in all aspects of the 90-day plan in the stated timeframe.

ii Actively seek out information and ensure they gain the knowledge needed.

iii Give feedback on progress.

iv Take any concerns about the induction content or process to their line manager in the first instance. If the concerns are not addressed the employee can refer them to the appropriate P&C Business Partner.

v Ensure the 90-day plan has been signed once completed and forwarded to P&C.