

4.3 RECORDKEEPING INDUCTION CHECKLIST

Name of Staff Member	_____	Position	_____
Residential College	_____	Date commenced	_____

Record Keeping

Liaison with the Administrative Assistant who conducts the records keeping induction program –

- Shown relevant college files
- Guided through the CHSHA's Records Management Policy
- Viewed the CHSHA records training program
- Guided through the Records Management Manual
- Obtained training in the use of the College File Register for the registration of records

Declaration:

I have been provided with the above induction training from the Administrative Assistant and I am aware of the policies and procedures related to the CHSHA Records Management.

Employee's Signature and Date

Administrative Assistant's Signature and Date

College Manager's Signature and Date

Induction checklist to be placed on personal file once program completed.

4.3 STAFF INDUCTION CHECKLIST

**Name of Staff
Member** _____

Position _____

**Residential
College** _____

**Date
commenced** _____

CHSHA Overview

- Organisational Structure of the CHSHA
 - Public Sector agency responsible to the Minister for Education and Training
 - Country High School Hostels Authority – Chairperson and Authority Members - contact list
 - Central Office staff - contact list
 - Local Board of Management - contact list
 - 10 Residential Colleges - CHSHA Information Booklet

Introduction to the Workplace

- Tour of Residential College and grounds
- Tour of accommodation
- Tour of the township,
 - Amenities
 - Venues used for students' extra curricular activities
 - Student boundaries – Areas deemed out of bounds
- Tour of the partner secondary schools in area
- Location of equipment, machinery, stores
- Supervisor's accommodation – keys, furniture, responsibilities
- Supervisors' office
- Canteen facilities
- Toilets
- Parking facilities
- Use of vehicles belonging to the Residential College
- Public transport
- Meals while on duty
- Social activities
- Notice boards
- Telephone etiquette
- Computer logins
- Expected use of computing equipment
- Email etiquette and use of internet
- Location of office supplies – stationery etc

Duties, Terms and Conditions of Employment

Award/Agreement

- Provisions of CHSHA Residential College Supervisory Staff Award 2005
- Provisions of CHSHA Residential College Supervisory Staff General Agreement 2006
- Provisions of CHSHA Residential College Administrative Officers Staff Agreement 2003
- Provisions of the Government Services (Miscellaneous) General Agreement 2005

- Job Description Form - clarification of duties
- Responsibilities to students, staff and parents
- Expectation of college management
- Employment basis –
 - permanent,
 - fixed term contract,
 - part time -permanent contract
- Additional Employment requirements – documentation to be placed on personal file
 - Evidence of police screening clearance
 - Sighting of Birth Certificate/passport
 - Completion of Certificate in Residential Care
 - Completion of probationary period
 - Possession of Senior First Aid Certificate
 - Possession of C and LR Licence with 'F' endorsement
 - Possession of Bronze Medallion/Surf Rescue Certificate

Salary

- Salary rate
- Date and method of payment
- Tax Declaration and Tax File Number
- Banking details
- Allowances
- Deductions
- Overtime
- Membership to Government Employees Superannuation Board – West State Super Scheme

Time Keeping

- Timesheets - starting and finishing dates/times
- Rosters, 'on call', roster swapping procedures
- Recording procedures

- Meals, morning and afternoon tea breaks
- Late arrival procedure

Record Keeping

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Leave Entitlements/Provisions

- Annual leave
- Sick leave
- Public holidays
- Between Term Leave
- Accrued Days Off arrangements
- Parental Leave
- Other types of leave

Personal Conduct and Safety

- Personal cleanliness and safety
- Protective clothing, equipment and footwear
- Standard of dress
- Smoking policy
- House keeping – office and accommodation
- General behaviour
- Disciplinary procedures
- Occupational health, safety and welfare
- Security of buildings
- Location of first aid box
- Fire alarms
- Fire evacuation procedures – location of fire extinguishers

College Operations - Overview

- Administration Manual
- Accounting Manual
- Records Management Manual
- Supervisors' Manual including Students' Residential Care and Development
- The Care and Supervision of Residential College Students Manual
- College Calendar of Events
- College's Annual Report

- College's Improvement Plan
- College's Handbook
- Authority's Strategic Plan

Human Resources

- Human Resource Manual
- Code of Ethics
- Code of Conduct
- HR Standards of Management
- Grievance Officer
- Completion of Equal Employment Opportunity (EEO) and Diversity Questionnaire – Does the employee have any special training needs or require physical adaptations to the workplace? Yes No
- Employee Assistance Program – Occupational Services Australia Group
- Confidentiality of records
- Notice of resignation

Safety and Accident Prevention

- Safety for staff, students and visitors
- Accident procedures
- Accident/incident reporting procedures
- Fire prevention
- Emergency evacuation procedures
- Risk Management

Professional Development and Training

- Staff meetings
- Performance Enhancement Plan
- Acting opportunities
- In-house training
- CHSHA training workshops, conferences and seminars
- Study assistance

STAFF INDUCTION CHECKLIST

Declaration: I have been provided with the above induction training and I am aware of the policies and procedures relevant to working at the residential college.

Employee's Signature and Date

Line Supervisor's Signature and Date

College Manager's Signature and Date

Induction checklist to be placed on personal file once program completed.