STAFF INDUCTION POLICY

1. Introduction

Cosmoarabism College - UK is committed to providing a professional, structured induction for all new staff members. The induction programme ensures that new employees understand the College's mission, policies, procedures, and expectations, while equipping them with the knowledge, tools, and support required to succeed in their roles.

2. Purpose

The objectives of this policy are to:

- Provide a consistent and structured approach to staff induction.

- Introduce new employees to the College's values, organisational structure, and operational systems.

- Ensure understanding of role-specific responsibilities, compliance requirements, and quality standards.

- Facilitate smooth integration into teams and promote a culture of professionalism and collaboration.

3. Scope

This policy applies to:

- All new employees, regardless of contract type (full-time, part-time, temporary, or freelance).

- Staff returning after extended leave or transferring internally.

- Academic, administrative, and support staff.

4. Principles

The induction process at Cosmoarabism College - UK is:

- Tailored to individual roles and responsibilities.

- Delivered in a timely and structured manner.

- Compliant with UK employment law, higher education standards, and internal procedures.

- Designed to support staff wellbeing, development, and long-term retention.

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5. Induction Stages

5.1 Pre-Induction

- Issuance of offer letters, contracts, and onboarding documentation.

- Setup of IT access (email accounts, learning platforms, and communication systems).

- Allocation of workspace and necessary resources.

5.2 Day One

- Welcome session with the Director General or Line Manager.

- Introduction to key policies (e.g., Code of Conduct, Equality & Diversity, Data Protection).

- College orientation, including health and safety procedures and emergency protocols.

- Assignment of an Induction Mentor for department-specific guidance.

5.3 Week One

- Role-specific training (curriculum systems, student management platforms).

- Departmental orientation and team introductions.

- Clarification of job expectations, working hours, reporting lines, and performance metrics.

- Overview of communication platforms and escalation procedures.

5.4 First Month

- Observation and shadowing for teaching staff.

- Setting performance objectives in one-to-one meetings with line managers.

- Ongoing informal feedback sessions.

- Introduction to the College's Continuous Professional Development (CPD) framework.

5.5 Probation Period

- All new employees undergo a probationary period of 3 to 6 months.

- Formal reviews at the midpoint and end of probation with documented feedback.

- Confirmation of employment upon successful completion of probation.

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6. Responsibilities

Human Resources:

- Coordinate induction schedules and ensure completion of documentation.

- Monitor training progress and maintain personnel records.

Line Managers:

- Deliver department-specific induction and monitor early performance.

Induction Mentor:

- Provide informal guidance, answer questions, and support acclimatisation.

New Employees:

- Actively participate in induction activities.

- Raise any concerns or additional training needs promptly.

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7. Documentation

- All employees sign an Induction Checklist confirming awareness of key policies and completion of induction activities.

- Records are securely stored in personnel files and reviewed during audits.

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8. Review and Evaluation

- Feedback is collected from new employees and line managers after induction.

- Adjustments are implemented to improve future induction programmes.

- HR reviews this policy annually for relevance and compliance.

Approved by:
Director General**, Cosmoarabism College - UK**
Date: 14 November 2025