

Cubitt Education Ltd – Staff Induction Process

Linked Policies:

- Staff & Trainer Code of Conduct
- Safeguarding & Prevent Policy
- Equality, Diversity & Inclusion Policy
- Data Protection & GDPR Policy
- Health & Safety Policy
- CPD Policy

Policy Owner: Cubitt Education Ltd

Date: 06.08.2025

Review Date: 06.08.2026

1. Purpose

This process ensures that all new staff and trainers:

- Understand Cubitt Education Ltd's mission, values, and operating procedures.
- Are fully aware of their roles, responsibilities, and compliance obligations.
- Have the tools, resources, and support to perform effectively from day one.
- Receive consistent induction regardless of role or contract type.

2. Scope

This applies to:

- All full-time, part-time, and freelance trainers, assessors, IQAs, and administrative staff.
- Both remote and in-person team members.

3. Roles and Responsibilities

Managing Director / Line Manager

- Oversees the induction programme.
- Ensures all topics are covered and documented.

HR / Admin Support

- Provides contracts, policy documents, and system logins.
- Maintains signed induction records.

New Staff Member

- Actively engages in induction sessions.
- Reads and acknowledges all required policies.

4. Induction Stages

Stage 1 – Pre-Start (Before Day One)

- Send welcome email with start date, times, and location/virtual meeting link.
- Provide contract of employment/contract for services.
- Share pre-reading materials including Staff & Trainer Code of Conduct, Safeguarding Policy, and EDI Policy.
- Set up email address, IT logins, and access to required platforms.

Stage 2 – Day One Orientation

- Welcome meeting with Managing Director or Line Manager.
- Introduction to Cubitt Education Ltd's mission, values, and services.
- Overview of organisational structure and key contacts.
- Tour of premises (if applicable) or introduction to virtual systems.

Stage 3 – Compliance & Policy Training

- Safeguarding & Prevent Duty awareness.
- Equality, Diversity & Inclusion awareness.
- Data Protection & GDPR compliance.
- Health & Safety training.
- Whistleblowing and grievance procedures.
- Assessment and IQA processes (if role-specific).

Stage 4 – Role-Specific Training

- Detailed explanation of role duties and expectations.
- Review of relevant curriculum, training materials, and assessment methods.
- Observation or shadowing of delivery (if trainer/assessor).
- Introduction to resource templates, registers, and reporting procedures.

Stage 5 – Systems and Tools

- Training on relevant platforms (e.g., e-portfolio systems, LMS, CRM).
- Email and calendar use for scheduling and communication.
- File storage and document version control procedures.

Stage 6 – Professional Standards and Development

- Overview of CPD Policy and expectations.
- How to access further training and support.
- Introduction to standardisation meeting schedule (for assessors/IQAs).

Stage 7 – Review and Sign-Off

- Complete Staff Induction Checklist.
- Allow time for questions and clarification.
- Agree first objectives and set review meeting date (typically after 1 month).

5. Documentation

The following must be completed and stored in the staff file:

- Signed Staff Induction Checklist.
- Signed Staff & Trainer Code of Conduct.
- Policy acknowledgement forms.
- Copies of qualifications, DBS check, and right-to-work documents.

6. Monitoring

- Induction feedback will be collected from new staff to improve the process.
- HR/Admin will track completion of all induction requirements.