
The induction process



What is induction?

Many institutions will offer an induction programme to new staff and this is the best way to start a new job – whatever the nature of your work. Induction is sometimes also referred to as staff orientation. Although, hopefully, you will already understand what your job entails and what work you will be doing (before your first day you should have received both a job description and a contract), it is sometimes not clear what the day-to-day reality of working in a college or university will be like until you start doing it. An induction process is a period at the start of your employment when you are integrated into the post and given the information and training necessary to start doing your job. This makes new staff feel valued and helps them understand what is expected of them and how they fit into the organisation. This usually includes meeting key colleagues and can include formal sessions which prioritise knowledge essential for the job and identify training needs. A good induction will also cover any relevant health and safety information and the social and cultural aspects of the institution.

Induction usually includes meeting key colleagues and can include formal sessions which prioritise knowledge essential for the job and identify training needs

WHAT TO EXPECT FROM AN INDUCTION

These are some other features of the induction process you should expect when starting a new job in further or higher education:

- New staff should receive an induction that takes account of their individual needs and is specific to their role and department as well as general to the institution. This includes part-time and hourly-paid staff.
- Induction should be made available soon after your appointment and should be facilitated by time off from timetabled/teaching duties (paid, in the case of part-time staff).
- Colleges and universities should consult with staff and their recognised trade unions over appropriate and useful forms of support for new staff, including mentoring, peer support, handbooks and email or phone-based help for areas such as IT.
- Induction sessions for new staff should include opportunities for input from the recognised trade unions.
- New staff should be given reduced workloads that take into account their level of experience, the extent to which course and curricula are new to them, and their need to participate in training and development.

It's reasonable to expect to be supported into a new role and not just dropped in at the deep end. You should speak to your line-manager and/or trade union representative if you have any problems during the induction period or if anything is unclear.