

Royal Northern College of Music

Induction Policy and Procedure

Policy & Procedure

Department: Human Resources

Document owner: HHR

Approval Committee: HR Committee

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RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

1. Purpose

The RNCM recognises the importance of ensuring all employees begin their work with the College in a positive and supportive environment. This policy aims to clarify the support provided and the responsibility of all parties in ensuring induction is completed effectively. This policy covers induction for all new employees.

The RNCM is committed to integrating new employees into the College as effectively as possible by providing them with the information, support and training to become productive and satisfied members of staff.

2. Scope

This policy applies to all new employees on both permanent and fixed-term contracts.

New employees have differing levels of knowledge of the College and about the job they will do. Therefore it is expected that certain aspects of induction will be the same for all new employees and some aspects will differ in order to reflect the specific needs and requirements of the individual and their role.

3. Policy Statement

The aims of the induction period are:

- To help employees to fully understand their roles within the school/department and ensure they have skills and competencies relevant to their role;
- To find their way confidently around the College;
- Explain the principal goals and functions of the College;
- To give information to new employees on policies, procedures and practices relevant to their role;
- To encourage and foster good working practices;
- To help create a positive working environment that supports employee wellbeing;
- To ensure the College complies with its legal obligations with particular regard to Health and Safety legislation;
- To reduce the risk of employee turnover in the early stages of employment;

4. Pre-appointment

It is important to regard the induction process as commencing during the applicant's first contact with the College, and that the initial impressions of the RNCM as an employer are positive. The Recruitment & Selection Policy has been devised to support this, and in addition the new starter will receive clear information about their employment from HR prior to commencement.

Onboarding – new starters will receive log in details for the College self-service module (MyView) which assists engagement at the pre-appointment stage. New employees will be able to access essential information about their employment, and securely upload personal data needed for their employee record.

Line managers should establish contact with the new starter prior to the first day to welcome them to the school or department and confirm plans for their first day.

5. Responsibility for Induction

Who	Responsibility	Action	Comment
Line Manager	Put an induction programme/plan in place ahead of start date	<ul style="list-style-type: none"> - Create a checklist (suggested template in Appendix 1) - Liaise with the new starter and confirm the plans for their first day. - Set up any introductions / meetings relevant to the nature of the role. - Identify and assign a mentor to the new starter in accordance with Mentor Scheme (PS and Academic Schemes). - Introduce to any relevant College and departmental policies / procedures. - Liaise with Health and Safety Advisor where appropriate to the role (e.g. manual handling). - Give a tour of the building including nearest fire exits, toilets, kitchen, the staff room and any other key areas / key departments. 	<ul style="list-style-type: none"> - The checklist and programme will vary according to the nature of the role, the individual's prior experience and existing knowledge. - The programme may spread over the course of a number of weeks. <p>Guidance for line managers is available in the appropriate mentoring scheme: Academic or Professional Services Schemes</p>
	Ensure any equipment and software is in place prior to the first day	<ul style="list-style-type: none"> - Complete the New Employee IT Request (Appendix 2) and email it to IT@rncm.ac.uk - Complete the New Employee Operations and Facilities Request (Appendix 3) and email it to Dominic.Wood@rncm.ac.uk. 	IT will be notified of a new starter but you will need to complete the checklist to notify IT of any equipment or software needed (e.g. Agresso, Mondas etc.).
	IT/ID access	<ul style="list-style-type: none"> - Arrange an appointment with a member of the IT department for the IT induction. -Collect ID card from Academic Services front desk – the new starter will upload their photo as an Onboarding task and HR will forward onto Academic Services, copying you in. 	IT will receive an automatic notification regarding the new employee from the HR/Payroll system once the new employee has been set up.
	Ensure probationary	<ul style="list-style-type: none"> - Follow the policy and use the relevant forms to set appropriate 	Set clear, achievable objectives and be clear about how achievement will be measured.

	paperwork is completed	objectives during the induction and probationary period.	
New starter	Work with line manager to complete the induction checklist	- Monitor progress against the checklist and highlight any gaps with your line manager.	You should be having regular meetings with your line manager, this is also your opportunity to raise any thoughts or concerns.
	Complete any pre-employment paperwork in a timely manner	- Return signed contract and complete Onboarding information / tasks via MyView as soon as possible. - Bring passport (or other proof of eligibility to work in the UK) on first day, if not before. - Where the role requires DBS checking, submit the completed form and ID documents to HR to allow for the check to be completed before employment commences.	Two satisfactory references are required before employment can commence, the line manager and new starter may be asked to help chase up outstanding references to allow employment to commence on the agreed date.
	Complete the online Health & Safety Induction	Work through the module online once the link is received from the Health & Safety Advisor.	If you have any questions about the Health and Safety Induction please contact the Health & Safety Advisor on ext 405
HR	Process new starter paperwork	- Send offer/contract and initiate Onboarding via the College's HR/Payroll system. - Process DBS application where the role requires satisfactory clearance.	
	Deliver institutional induction	- Send induction email to new starter within their first couple of days and arrange to meet for an induction catch up within their first couple of weeks (mandatory for Professional Services and Fractional Academic staff).	This will cover information areas such as background to the College, overview of the staffing structure, policies, equality & diversity.

6. New Academic Employees

The College is responsible for providing new academic staff with the opportunity to undertake part or all of a Postgraduate Certificate in Academic Practice, or equivalent and staff are encouraged to do so. Academic staff who have prior experience of teaching and learning at Higher Education level but who have no formal qualification in teaching will be

encouraged and supported to make an application to the Higher Education Academy for Associate, Fellows or Senior Fellows status. Full details can be found on the College Intranet. The HR Department in liaison with the Director of Programmes provide guidance about the programmes and professional development available to new members of staff.

7. Induction Checklists and Request Forms

Most of the items included in the induction checklist are relevant to the majority of new staff employed in schools and departments but may not suit all staff. Managers should amend the induction checklist to meet the needs of the new employee and are responsible for its completion.

The new employee needs to be given their copy of their school/departmental checklist on the first day of employment, together with appropriate College/school/departmental documents and a schedule of events, including meetings with those involved in their induction.

Although the IT account will be created automatically the manager should complete the New Staff IT Request and forward it to IT in order to ensure any IT equipment or software can be purchased or put in place before the new employee's first day.

The online Health and Safety Induction will be emailed directly to the new employee's RNCM email account for completion.

8 Related Policies

- Recruitment and Selection Policy
- Probation Policy
- Performance and Development Review Policy
- Safeguarding Policies
- Mentor Scheme

Induction checklist template

Appendix 1

This is not an exhaustive list of induction responsibilities / activities, you should amend the checklist to meet the needs of your new employee.

Before first day	
Inform team that the new employee has been appointed	
Ask an experienced colleague to help the new employee settle in	
Complete the New Staff IT request and email to IT@rncm.ac.uk	
Confirm arrangements with new employee for arrival at College	
Arrange an appointment with a member of the HR department for the institutional induction and / or for evidence of eligibility to work in the UK to be verified and copied	
Arrange an appointment with a member of the IT department for the IT induction	
Collect ID card from Academic Services	
Arrange appointments with any key members of staff that the employee will need to know	
Notes	

First day	
Introduce to other members of the team	
Outline the school/department structure including communication processes	
Tour of the building (including nearest fire exits, toilets, kitchen, the staff room and any other key areas / key departments)	
IT Induction	
Notes	

First week onwards	
Meetings with colleagues who are key to the role	
Make arrangements for new member of staff to meet their assigned Mentor	
Ensure new member of staff completes their Moodle profile – this will then update to the RNCM website	
Induction catch up with HR	
Key responsibilities and duties of the role – objective setting	
Absence, sickness and holiday leave procedures	
ASIMUT	
Post collection and delivery	
College Strategic Plan	
Complete the online Health & Safety Induction	
Notes	

Relevant policies

- Probation
- Sickness Absence Management
- Annual Leave
- Dignity at Work
- Public Interest Disclosure (Whistleblowing)
- Performance and Development Review
- Safeguarding Policies
- Wellbeing

New Employee IT Request.

Appendix 2

***Completion of this form does not apply to new part time hourly paid tutors*

Name of new employee	
Line manager	
Department	
Job title	
Start date	
If the new starter is replacing someone, please give the name of the leaver	

Equipment	New	Existing
Computer		
Telephone		Extension no:

All employees are provided with an RNCM IT account and given access to MS Office, Email, Asimut and Moodle as standard.

Additional software requested (e.g Mondas):

Please email the completed form to IT@rncm.ac.uk

New Employee Operations and Facilities Request

Appendix 3

***Completion of this form does not apply to new part time hourly paid tutors*

Name of new employee	
Line manager	
Department	
Job title	
Start date	

Equipment required	Existing	New
Desk		
Chair		
Drawers		
Keys		
Specific furniture		
Office set-up		

Comment

Please email the completed form to Dominic Wood, Environment & Operations Manager
[Dominic.Wood@rncm.ac.uk](mailto: Dominic.Wood@rncm.ac.uk)