Trainee Induction Checklist

Trainee Name:

Course:

Please tick the boxes when you feel comfortable that you have been given information about, understand and are familiar with the following:

Policies and procedures	
Equality	
Data protection	
Appeals	
Malpractice	
Health and safety	
Complaints and whistleblowing	
Training environment information	
Layout of the training centre	
Location of training rooms	
How to evacuate the training area	
Where to locate first aid information and resources	
Location of and access to learning aids	
Availability of ICT resources	
Training course information	
Roles of responsibilities of the training team	
Course aims	
Structure of the training course	
Assessment requirements including dates	
Support available	
How and when to contact key staff members	
Attendance requirements	
Course content	
Feedback provided to you	
How your feedback can be provided and used	

Acknowledgement of induction completion

Instructor Signature: Date of signature:

New staff member acknowledgement

Instructor Signature: Date of signature: