



Staff Induction Checklist

Employee Name:	
Position:	
Start Date:	
Manager/Supervisor:	

1. Organisational Introduction

Item	Completed (✓)	Date	Initials
Welcome to ALIT and organisational overview			
Vision, mission, and values			
Organisational structure and reporting lines			
Code of Conduct & Conflict of Interest Policy			

2. Employment Information

Item	Completed (✓)	Date	Initials
Employment contract and position description provided			
Payroll and banking details submitted			
Work schedule and hours explained			
Leave entitlements and request process			

3. Work, Health & Safety (WHS)

Item	Completed (✓)	Date	Initials
Emergency procedures and exits			
First aid contacts and incident reporting			
Workplace hazards and safe work practices			
WHS Policy and reporting hazards explained			



4. Role-Specific Induction

Item	Completed (✓)	Date	Initials
Duties and responsibilities clarified			
Performance expectations and probationary review process			
Access to systems (email, LMS, CRM, shared drives, etc.)			
Position-specific training arranged (e.g., TAE updates)			

5. Compliance and Regulatory Induction

Item	Completed (✓)	Date	Initials
Overview of RTO Standards 2025 and VET compliance			
ESOS Act and CRICOS responsibilities (if applicable)			
Assessment and validation requirements (if trainer/assessor)			
Privacy, confidentiality, and student support procedures			

6. Cultural and Inclusion Awareness

Item	Completed (✓)	Date	Initials
Diversity and inclusion policy overview			
Cultural safety and communication practices			
Student wellbeing, support, and referral process overview			

7. Sign-Off and Acknowledgement

I acknowledge that I have received, understood, and completed the above induction items.
I agree to comply with the policies and procedures of ALIT Education Group Pty Ltd.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____