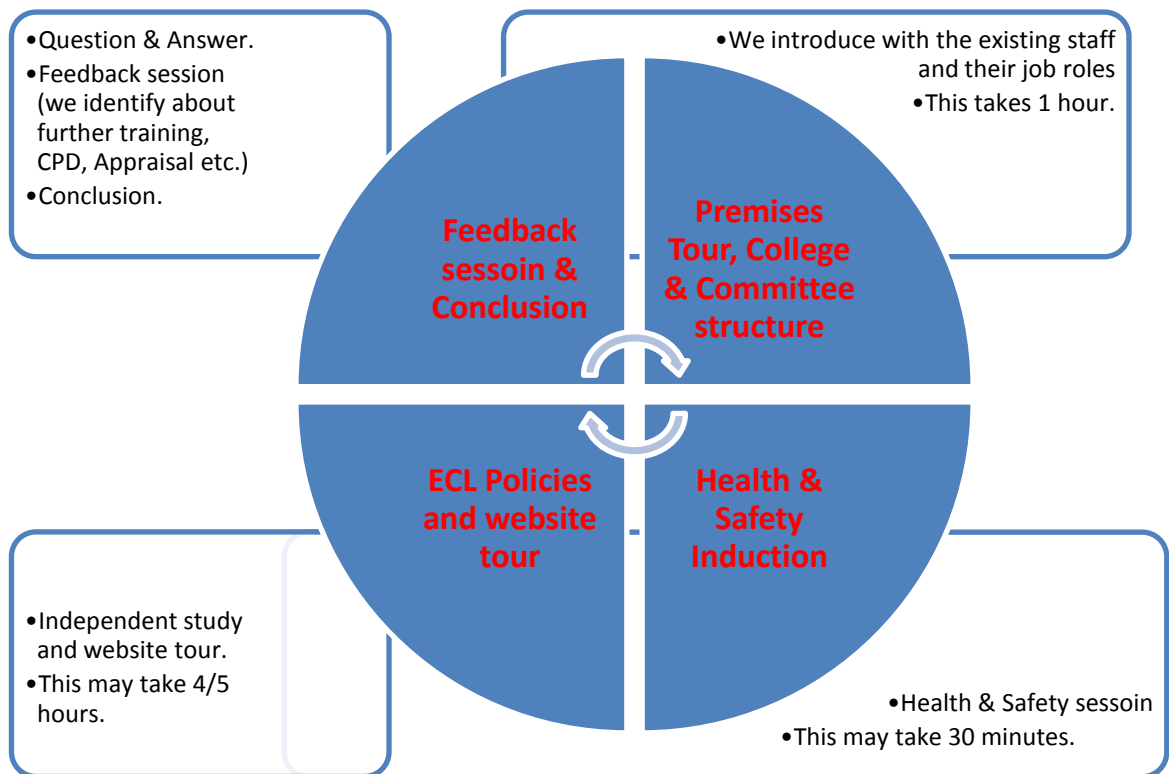




ECL Staff Induction Checklist

Name of the Staff	
Position	
Inducted by	
Date of Induction	/ /

The stages ECL conducts for staff induction:



The completed tasks will be signed by the new member of staff (inductee) and Induction provider:

Tasks	Comments	Staff signature	Induction provider's signature
Premises tour, introduction with the College staff, its organisational and Committee structure (1 hr)			
Health & Safety (0.5hr)			
Policy introduction (0.5hr)			
Independent Study & Website Tour (3hrs)			
Question & Answer (0.5hr)			
Conclusion (0.5hr)			

----- **Date:** / / -----

Signed by the inductee

Signed by the Induction provider