The following checklist has been designed for use with new students on work placement at EveryMan. It is the responsibility of the assigned EveryMan supervisor to ensure the induction takes place including arranging the necessary resources and organising meetings.

It is the responsibility of the new student to complete the checklist and return it to the EveryMan supervisor no later than 2 weeks after the start of placement. The EveryMan supervisor will be available to support the student to complete the checklist and answer any questions.

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| Student’s name: |  | Placement supervisor |

Prior to start date – to be completed by EveryMan supervisor

* Student Placement Learning Agreement provided by the student
* Desk phone allocated and set up (with number allocated if available)
* Desktop computer allocated and set up and basic stationery supplies provided
* Log in and email account allocated
* Student Orientation website page reviewed for updating as needed, and email link sent to student(see below)
* Meetings arranged with relevant staff for first week

Orientation email sent to student containing:

* Student Orientation website page link <http://admin.everyman.org.au/orientation-student/>
* Username and password
* Confidentiality Agreement
* Student Placement Agreement (Staff Page)
* Latest Annual Report and Strategic Plan

First day

* Greeted by supervisor
* Student returns signed copies of forms downloaded from Orientation Page (see above)
* Student provides proof of Working with Vulnerable People Registration
* Tour of premises and keys provided (key register signed)
* Instruction on entry and exit procedures (alarm details not provided)
* Instruction on use of equipment (photocopier/scanner etc)
* Instruction on use of communications (phone, Slack, Staff Page, email, fax, Outlook calendar)
* Location of policies and procedures and organisational chart explained (Staff Page)
* Emergency contact number added to Students & Interns record (if we don’t have it already)
* Student gets an EveryMan phone (if required)
* Work plan developed in collaboration with supervisor
* Regular meetings with supervisor set in Google calendar
* WH&S Induction (including location of first aid box/Fire meeting point)

First few days:

* Clarify position role and responsibilities
* Legal obligations discussed (WH&S, discrimination, sexual harassment, privacy, code of conduct)
* Procedure for booking meeting rooms (Front Office manual)

Additional support for:

* use of equipment (photocopier/scanner, etc)
* use of communications (phone, Slack, Staff Page, email, fax, Outlook calendar)
* accessing policies and procedures, manuals

First two weeks:

* First Induction round completed by student and signed off by supervisor

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| Student comments |
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| Supervisor comments |
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| This is to certify that the above items have taken place or discussed between the student and EveryMan supervisor. | | | | | |
|  |  |  |  | |  |
| Student name |  | Signature | |  | Date |
|  |  |  | |  |  |
| Supervisor name |  | Signature | |  | Date |