

Student induction checklist

Placement Team

Student induction checklist

Before arrival on placement

- Ensure log ins are set up (computer IDs/email addresses).
- Mentor/line manager support is available and prepared for their arrival.
- Agree where they will work (location of workstation, office/remote).
- Arrange access to buildings/staff IDs cards.
- Arrange parking/permits.
- Confirm dress code expected.
- Ensure UWE Bristol documentation has been completed.

On arrival

- Reception staff are expecting them to make them feel welcome.
- Introductions to key staff to start networking.
- A tour of the office, including fire exits.
- Staff ID cards/security arrangements if any.

Induction process

- Introductions to the team/wider office
- Confirm core working hours and break times (the unwritten rule of taking lunch)
- Holiday entitlement/authorisation (processes to book and expectations for restrictions on leave)
- Sick leave (processes who/when to notify and return to work process)
- Direct them to location of your workstation/pc (or structure for remote working)
- Working hours (lunch/breaks, tea/coffee arrangements, local shops)
- Explain log in processes/email address access
- Use of telephones/how to appropriately answer calls to represent your organisation

- Work policies – disciplinary, grievance, equality, use of IT and smoking
- Introduction to/share details of how to contact HR
- Overview of department/activities and work cycles
- Organisational structure/corporate objectives/mission statement
- Jargon/acronyms/special terminology
- Agreement of role objectives and target (realistic ‘mutual’ deadlines)

Health and safety

- Inform of health and safety processes (fire escapes/assembly points/alarm meanings/raising alarms)
- Health and safety representatives/first aiders
- Emergency security numbers (internal and external)
- Accident and hazard reporting
- Mental health policies and support available (such as Employee Assistance Programmes)

Record keeping

- If the organisational circumstances change, for example change of line manager, or any concerns/enquiries with lack of attendance, please ensure to [contact the Placement Team](#), your information will be treated confidentially.
- In cases of serious breaches of discipline by the student and/or failure to attend as agreed, you will inform the relevant UWE Bristol team. In particular, any instance of unplanned absence must be reported to the University on the first day that the student fails to attend so that this can be immediately investigated. The UWE Bristol team contact details will be contained in any email communications regarding this activity.