



Department of
Education

Staff Induction Policy

Effective date: 11 December 2018

Version: 4.4

Last update date: 16 June 2022

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1. Policy statement

The Department of Education (the Department) provides all employees with a formal induction to introduce them to the Department, their worksite and their specific job requirements.

2. Policy rules

Principals and line managers will provide induction for:

- all new employees within the first three months of appointment unless otherwise required by an industrial instrument and as required during their employment; and
- current employees appointed to a different role, work location or context, assigned duties not previously undertaken or returning from a period of extended absence.

All employees will comply with the Staff Induction Procedures.

Guidance

Staff induction requirements are described in legislation, industrial agreements and Department policy.

Principals and line managers should confirm induction requirements by referring to the applicable [employment award and/or agreement](#) (staff only) and Appendix A: Mandatory Induction and Training Programs of the Staff Induction Procedures.

3. Responsibility for Implementation and Compliance

Principals and line managers are responsible for implementation of the policy.

Line managers are responsible for compliance monitoring.

4. Scope

This policy applies to all employees.

5. Supporting Procedures

Staff Induction Procedures

6. Definitions

Employee

A person employed under the School Education Act 1999 or the Public Sector Management Act 1994.

Induction

The formal process of familiarising employees with their roles, responsibilities, entitlements and applicable workplace and organisational policies, resources and support services.

7. Related documents

Relevant legislation or authority

Australian Workers' Union (Western Australian Public Sector) General Agreement 2017 (staff only)

Children and Community Services Act 2004

Cleaners and Caretakers (Government) Award 1975 (staff only)

Commissioner's Instruction No. 7 – Code of Ethics

Commissioner's Instruction No.8 – Codes of conduct and integrity training

Commissioner's Instruction No.29 - Aboriginal and Torres Strait Islander cultural awareness

Department of Education (School Support Officers) CSA General Agreement 2019 (staff only)

Department of Education (Residential College Supervisors) CSA General Agreement 2021 (staff only)

Education Assistants (Government) General Agreement 2021 (staff only)

Education Department Ministerial Officers' Salaries Allowances and Conditions Award 1983 (staff only)

Equal Opportunity Act 1984

Freedom of Information Act 1992

Gardeners (Government) Award 1986 (staff only)

Government Officers' Salaries Allowances and Conditions 1989 (staff only)

Government Services (Miscellaneous) General Agreement 2021 (staff only)

Industrial Relations Act 1979

Miscellaneous Government Conditions and Allowances Award 1992 (staff only)

Public Sector CSA Agreement 2021 (staff only)

Public Sector Management Act 1994

Public Sector Reform Act 2010

Public Service Award 1992 (staff only)

School Education Act 1999

School Education Regulations 2000

State Records Act 2000

State Research Stations, Agricultural Schools and College Workers Award 1971 (staff only)

Teachers' Aides Award 1979 (staff only)

Teachers (Public Sector Primary and Secondary Education) Award 1993 (staff only)

Technical Officer – Agricultural Instruction Staff Agreement 1997 (staff only)

The School Education Act Employees' (Teachers and Administrators) General Agreement 2019 (staff only)

Work Health and Safety Act 2020

Related Department policies

Asbestos

Bullying in the Workplace

Employee Performance

Equal Opportunity, Discrimination and Harassment

Records Management

Staff Conduct and Discipline

Work Health and Safety

Other documents

Code of Conduct and Standards (staff only)

Employees Working Alone (staff only)

First Aid in the Workplace (staff only)

Grievance Framework

Keeping our Workplace Safe (staff only)

Build an inclusive culture at work (staff only)

Probation (staff only)

8. Contact information

Policy manager:

Director, Workforce Policy and Coordination

Policy contact officer:

Manager, Workforce Policy

T: (08) 9264 5040

9. History of changes

Effective date	31 March 2011
Last update date	9 April 2013
Policy version no.	2.1
Notes	Minor changes to policy noted by Corporate Executive 15 March 2013.
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Effective date	12 May 2015
Last update date	3.0
Policy version no.	
Notes	Major review. Policy endorsed by Corporate Executive on 1 April 2015.
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Effective date	12 May 2015
Last update date	12 May 2015
Policy version no.	3.1
Notes	Minor change to the Related Documents section D15/0170326
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Effective date	12 May 2015
Last update date	22 November 2016
Policy version no.	3.2
Notes	Minor change to the guidance and related documents D16/0710560
Effective date	11 December 2018
Last update date Policy version no.	4.0
Notes	Major review undertaken. Endorsed by Director General at Corporate Executive on 31 October 2018.
Effective date	11 December 2018
Last update date	3 December 2019
Policy version no.	4.1
Notes	Minor changes to update links D19/0555155.
Effective date	11 December 2018
Last update date	9 June 2021
Policy version no.	4.2
Notes	Minor changes to update links D21/0309135
Effective date	11 December 2018
Last update date	29 April 2022
Policy version no.	4.3
Notes	Minor change to update contact phone number D22/0318530
Effective date	11 December 2018
Last update date	16 June 2022
Policy version no.	4.4

Notes

Minor updates to Related Documents

10. More information

Supporting content

Procedure

[Staff Induction Procedures](#)

Policy review date

11 December 2021

Policy last updated

16 June 2022
