1. Introduction

**Induction, Training & Development**

* + 1. The Induction process will fall into 2 parts.
* Part A to be undertaken by Fylde Office Service Bureau Ltd (the Company) at registration stage and job acceptance stage.
* Part B to be undertaken by the Client (place of work) which will vary in terms of length and content in order to meet the needs of the individual Temporary Worker and the role they will be fulfilling. This will be undertaken by the line manager on the work assignment as part of the Client’s own induction procedure.

1.2 An effective, well-structured, induction course has been shown to contribute significantly to motivating and retaining newly appointed employees.

1.3 The induction course will vary in terms of length and content in order to meet the needs of the individual employee and the role he/she will be fulfilling.

1. Induction Checklist

2.1 During Part A of the induction process, the recruitment consultant will provide the new Temporary Worker with information about their assignment and an introduction to how we operate in terms of the Temporary Worker being employed by the Company on a Contract for Services. This will also include information regarding but not limited to:

* Timesheet completion, submittal and payment;
* Holiday accrual and requests;
* Tax & NI Contributions;
* Contract for Services;
* Dress code and expected behavior;
* Data protection;
* Bank and Payroll details;
* Agency Worker Regulations including information regarding Day One Rights.

2.2 During Part B of the induction process, the line manager will deliver information regarding but not limited to:

* Structure of the company and the department/team;
* The role and its key responsibilities;
* Company policies, including Data Protection & Information Governance, Fire & Health & Safety procedures, Sickness & Absence;
* Agency Worker Regulations – Day One Rights.
1. Responsibility for Induction
	* 1. Responsibility for ensuring that a new employee is successfully inducted rests with the Recruitment Consultant (Part A) and the line manager (Part B).

4. **Training & Development**

4.1 The Training & Development element of the role; if applicable, will be addressed by the relevant line manager at your place of work.

4.2 As all temporary work assignments vary in duration, responsibility and requirement, any training and further development will be addressed individually with each Temporary Worker as required.