

Document Name and Version	8.3 Core Teaching and Teaching Support Staff Induction and Probation Policy
Policy Number	8.3
Policies that Interact with Policy 8.3	Policy 8.1 Quality Assurance of Teaching Staff Policy 8.2 Recruitment and Selection of Core Teaching and Teaching Support Staff Policy 8.4 Staff Communication Policy Policy 8.5 Staff Development Policy Policy 8.6 Core Staff Development Dialogues
Approval Body	Academic Council and Board
Date of Approval	February 2020
Date Policy Comes into Force	25 th January 2021
Date of Review	2025
Revisions	

1. Preamble.

1.1. This policy identifies the induction and probation requirements for all Core Teaching and Teaching Support staff delivering or assessing on academic programmes.

2. Scope.

2.1. This policy applies to all new Core Teaching and Teaching Support staff on IICP College's undergraduate and postgraduate programmes. Core Teaching and Teaching Support staff are those who have substantive and regular involvement in teaching and assessment.

3. Purpose.

3.1. New Core Staff may require training and support in order to become familiar with IICP College, and IICP College's Quality Assurance policies, procedures and practices.

3.2. This policy is intended to enable new Core Staff to settle into the College, to become familiar with their role, to acquaint themselves with IICP College's policies, procedures and practices, as well as to self-assess and be assessed against the requirements of their role.

4. Policy.

4.1. IICP College is committed to effective management and development of its Core Staff from the earliest stage of employment.

4.2. IICP College's Core Staff Induction and Probation Policy assists those staff members new to their role to become familiar with the requirements of their role and of the College.

4.3. Each new Teaching and Teaching Support Staff member is required to complete a probationary period specified in their Contract of Employment. Usually, a review takes place at mid and end points during the probationary period. The Core Staff's line manager will complete a Probation Review Form following each probation meeting. A copy of the form will be emailed to the staff member and HR.

4.4. While principles of fair procedures and natural justice apply, the full rigours of the disciplinary procedure do not apply during the probation period.

4.5. When probation ends the Core Staff member will join the continuous Staff Development Dialogues cycle for the duration of their contract of employment.

5. Procedure.

5.1. Managers have regular communication and periodic meetings with new Core Staff, to assist them to settle into their role and to provide the opportunity to express their views on the level of support and training they are receiving.

5.2. During the probationary period this communication is used for the following purposes:

5.2.1. To set expectations regarding the following elements of employment:

- Attendance;
- Punctuality;
- Conduct and behaviour;
- Attitude and alignment to Company missions and values;
- Work performance.

5.2.2. To resolve any issues that arise at an early stage; and

5.2.3. To take appropriate steps if staff members have not met the requirements/expected standards of the job.

5.3. Core Staff are informed at the time of induction and initial training of the standards of work performance, attitude, conduct, attendance and punctuality required of them to successfully complete the probation period. Individually, each Core Staff member remains responsible for acquainting themselves with the required standards and probation conditions, should they be unclear as to what is expected of them.

5.4. First stage: Introduction to IICP College:

- 5.4.1. Before a new Core Staff member starts, they are required to have returned a signed contract of employment which is put in their personnel file. The personnel file should also contain copies of their CV and all named qualifications, along with references.
- 5.4.2. The signed contract identifies the period of employment and the associated probationary period.
- 5.4.3. As part of initial induction, a new staff member receives a link to the IICP College's Employee Handbook College's and Quality Assurance Manual [QAM]. New staff are required to read and understand these documents.

5.5. Second stage: Local induction:

- 5.5.1. As soon as possible after their beginning employment new Core Staff are introduced to their colleagues, work environment and expected ways of working. Their Line Manager and/or HR manager makes every reasonable effort to ensure new Core Staff understand their role, receive important information about their area of work and have the opportunity to familiarise themselves with the College as a whole.

5.6. Third Stage: Training:

- 5.6.1. New Core Staff may be required to complete specific training, including Child Protection, Data Protection, Health and Safety and/ or IT. Completion is monitored via the Probationary Review process.

5.7. Fourth Stage: Probationary review process:

- 5.7.1. The purpose of the Probationary Review process is:
 - To support new Core Staff;
 - To assist them in meeting the standards of progress stated in their job description;
 - To assist them to meet the standards of behaviour expected in their new role through review and assessment.

5.7.2. During the probationary period, the staff member's evolvment will be reviewed against the following elements:

- Attendance;
- Punctuality;
- Conduct and behaviour;
- Attitude and alignment to IICP College's mission and values;
- Work performance.

5.7.3. The process identifies any specific development or support needs and discuss options to facilitate these.

5.7.4. During this period the staff member is expected to consider whether the role meets their expectations.

5.7.5. The staff member is primarily responsible for ensuring that they achieve appropriate standards in terms of attitude, work performance, attendance, conduct and punctuality.

5.7.6. Where a staff member is not achieving required standards, their immediate Manager will advise him / her accordingly and advise him / her specifically of the improvement(s) they are required to make. Where applicable, the College will consider any appropriate and reasonable supports such as additional training identified with the staff member as being necessary to assist them reach required standards. The staff member will be advised of the possible consequences of failure to meet the required standards, including extension of probation period and dismissal.

5.7.7. *Extension of probation.*

5.7.7.1. IICP College retains the right to extend the probation period and, ultimately, the right to terminate employment where a staff member has consistently failed during the probation period to exhibit the required attitude, performance, conduct and / or standards.

5.8. *Confirmation of successful completion of probation:*

5.8.1. Confirmation of appointment for the contract period is subject to the staff member satisfactorily completing the probation period.

5.9. Appeals.

5.9.1. Where a staff member has good reason to differ with the outcome of a probationary review meeting and/ or where a staff member fails probation and is dismissed, then the decision may be appealed to a Senior Manager at a higher level. The appeal must be made within 5 working days of receipt of written notification of the outcome of probation.

5.10. Good Practice.

5.10.1. In addition to probation meetings, it is recommended as good practice that line managers set aside time on a regular basis for meetings with new Core Staff to monitor their induction, review progress and ensure they feel appropriately supported.