

Instructions: The new trainer/assessor are inducted upon commencement of their employment with IQY Technical College. This checklist has been designed to ensure that all trainers have a thorough understanding of all policies and procedures, accessing LMS platform, understanding the use of LMS, Training and Assessment Strategies (TAS), class management etc.

It is the responsibility of the VET Operations Manager and/or Course Coordinator of the respective stream to either carry out the activities listed below or to ensure that they have been completed.

Once the induction checklist has been completed, both the new trainer and the VET Operations Manager or the Course Coordinator are required to date and sign the checklist.

Employee Full name:

Position:

Commencement date:

Induction Items	Status
Brief description of the organisation's history, clientele, services offered and organisational structure (including key personnel and contact officers)	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Explain job description, responsibilities, administration requirements and performance requirements for the employee	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Explain the policy and procedures	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Explain the organisational structure, line of responsibility and communication	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Provide trainer with course guide for courses to be delivered	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Discuss about how to access and activate IQY TECHNICAL COLLEGE account, outlook and LMS.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Discuss how to navigate resources on LMS platform.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Discuss training and assessment strategies (TAS): <ol style="list-style-type: none"> 1. Qualification rules 2. Assessment guidelines 3. Competency unit to be taught. 4. Assessments tools 	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Discuss how to find students on LMS if any queries come from individual students.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A

Demonstrate how to find assessments for individual student, how to check their current assessment status, how to check attendance and, how to find and provide their class timetable.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Demonstrate how to submit assessments for trainer's own group of students, how to mark assessments, what documents are required to upload, how to upload, how to complete unit report log for student record result.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Showing on LMS, how to update attendance for trainer's own classes.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Discuss complaints and appeals policy & procedures.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A
Health and safety responsibilities (e.g. demonstrating basic understanding of lifting/moving requirements, and reporting of hazards, near misses and injuries)	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A

Date Induction satisfactorily completed:	<input type="text"/>
Name of the Trainer/Assessor Inducted:	<input type="text"/>
Signature of the inducted Trainer/Assessor	<input type="text"/>
Inducted by:	<input type="text"/>
Signature of the Operations Manager/ Course Coordinator	<input type="text"/>

