



Induction and Training Procedures

Introduction	<p>Mount Alvernia College's induction training is designed to:</p> <ul style="list-style-type: none">• make a new employee welcome right from the outset• to ensure that they quickly become familiar with 'the way we do things around here'. <p>We also believe that the ongoing workers training is a critical component of our organisational operation that benefits both Mount Alvernia College and our workers.</p>
Before Starting	<p>Before a new employee commences, we work with a pre-induction checklist. This ensures that work resources and office requirements will be arranged, as well as uniform and protective clothing if required, relevant IT, log in, security codes, email address and so forth, paperwork completed, and an induction program developed.</p>
Induction Program	<p>Our induction program will consist of a general component applicable to all new workers, and a further induction applicable to the new employee's specific role, which will be primarily the responsibility of their Line Manager, or the Deputy Principal - Staff Development & Organisation..</p> <p>The general component of workers induction is a formal process where all new employees are required to be familiarised with their roles, responsibilities, and entitlements. It also introduces them to the mission and philosophy, values, applicable policies, resources and support services of Mount Alvernia College.</p> <p>The new employee is:</p> <ul style="list-style-type: none">• Provided with an Induction & Onboarding checklist appropriate to their specific role• Taken through the College's Induction & Onboarding processes, which are in most cases overseen by the Deputy Principal - Staff Development & Organisation• Given the opportunity for regular reviews with their Line Manager, Buddy and the Deputy Principal - Staff Development & Organisation throughout the induction process.

<p>Internal Policies and Procedures</p>	<p>There is an introduction to several internal policies and procedures with an emphasis on:</p> <ul style="list-style-type: none"> • Student Protection • Student Duty of Care • Staff Codes of Conduct, including in particular the Child Safety Code of Conduct • Student Code of Conduct • Privacy policies and procedures • Work Health and Safety Program including safe work practices and emergency procedures • Discrimination, Harassment and Bullying procedures • ICT procedures • Social media procedures.
<p>Our Induction Outcomes</p>	<p>Our commitment to quality induction procedures is designed to ensure that new staff settle in as quickly as possible and rapidly acquire a good working knowledge of 'how we do things'. We believe that the better the induction, the better the new staff member will settle into and enjoy their new position and the faster they will become productive and safe.</p>
<p>Types of Ongoing Training</p>	<p>Mount Alvernia College also ensures that all staff engage in ongoing:</p> <ul style="list-style-type: none"> • in-house training/mentoring either on a one-to-one or group basis • external training including industry seminars and short courses • educational assistance for relevant qualification award courses.
<p>AITSL Standards for Teachers</p>	<p>The <u>Australian Professional Standards for Teachers</u>, developed by the Australian Institute for Teaching and School Leadership (AITSL), are categorised into four distinct career stages: Graduate, Proficient, Highly Accomplished and Lead.</p>
<p>AITSL Graduate to Proficient</p>	<p>Mount Alvernia College provides opportunities for newly graduated teachers to move from Graduate to Proficient in all seven Standards over a specified time frame. The AITSL Proficient Teacher Standards can be found <u>here</u>. The Queensland Standards can be found <u>here</u>.</p>
<p>AITSL Process</p>	<p>The process requires graduate teachers to use evidence to both demonstrate, and reflect on, their practice against each of the focus areas in each Standard at the relevant career stage of the Standards. For information regarding how to commence this process consult your Line Manager.</p>
<p>AITSL Highly Accomplished or Lead Teachers</p>	<p>At Mount Alvernia College certification of Highly Accomplished and Lead Teachers is a voluntary process that recognises practice at the higher career stages. A range of support materials have been developed by AITSL to support implementation of the Standards. For information regarding how to commence this process consult your Line Manager.</p>

Staff Learning System	Mount Alvernia College has implemented a Staff Learning System used to deliver a range of internal training courses and associated tests.
Training Register	Mount Alvernia College maintains a training register for each member of staff.
Additional Information	For detailed information about Mount Alvernia College's induction process, ongoing training, teacher standards and our education program, consult your Line Manager.