



## Centre Employee Induction Checklist

All employees are required to complete, sign and photocopy this checklist and return it to their Area Manager within two weeks of receiving the Handbook or by the end of the first week of employment. Area Managers are to forward the completed form to the Payroll Officer at the VSL Head Office.

Please tick as appropriate:

- I have received the VSL Staff Handbook

I have read the VSL Staff Handbook and I understand what is expected of me in relation to:

- Staff Code of Practice
- Duties and responsibilities of my role, including duty of care to students
- Curriculum resources and reference materials available to me
- Use and purchase of textbooks and class materials
- Student assessment and reporting
- Student attendance, including international students
- Guidelines for excursions
- Professional development
- Absence and leave provisions
- Comments on controversial issues
- Policies, including Occupational Health and Safety, Copyright and Privacy

**I have accessed the:**

- DET website regarding the Occupational Health and Safety Management System (OHSMS)

<http://www.education.vic.gov.au/hrweb/safetyhw/Pages/ohsmgtssystem.aspx>

**Name:** \_\_\_\_\_

**Centre:** \_\_\_\_\_

**Language:** \_\_\_\_\_ **Level:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_