



Workplace Supervisor Induction Checklist

Student Name: _____

Workplace Name: _____

Supervisor Name: _____

Date of Induction: _____

As part of the induction process for the student, please review and confirm that all necessary information has been covered with the student. The following areas must be discussed and understood before the student starts their placement.

1. Dress/Uniform Standards

The student has been informed of the required dress code/uniform and any specific safety or protective gear needed.

2. Start/Finish Times and Meal Times/Breaks

The student is aware of their start and finish times, as well as their designated meal and break times.

3. Names and Roles of Staff and Introductions

The student has been introduced to key staff members, and their roles within the workplace have been explained.

4. Overview of Workplace Tasks and Routine Procedures

The student has received an overview of the daily tasks and procedures they will be involved with during their placement.

5. Communication Protocols

The student has been informed of the communication protocols (e.g., communication boards, phone message-taking, use of email, internet, and computer).

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ABN: 11 651 097 719



6. Treatment of Confidential Information

- The student understands the importance of treating confidential information in the workplace.

7. WHS and Emergency Procedures

- The student has been briefed on workplace health and safety protocols, including emergency procedures.

8. Job Descriptions

- The student has been provided with an understanding of the job description for the role they are learning.

9. Relevant Policy and Procedures Manuals and How to Access Them

- The student has been informed of the relevant policy and procedures manuals and knows how to access them.

10. Administrative Procedures

- The student has been made aware of report-writing protocols, recording standards, and other administrative procedures.

11. Confidentiality Policies, Codes of Practice, and Ethical Documentation

- The student has reviewed confidentiality policies, codes of practice, and any other ethical documentation relevant to the workplace.

12. Relevant Acts and Legislation

- The student is familiar with the relevant acts and legislation that apply to their role and work placement.

13. Sensitive and Culturally-Appropriate Communication

- The student has been given guidelines for communicating with specific client groups in a sensitive and culturally-appropriate manner.

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14. Expectations of Professional Behaviour

The student has been informed of the expected professional conduct and behaviour in the workplace.

15. Other Special or Specific Workplace Requirements

The student has been made aware of any other specific or special requirements unique to the workplace.

Student Notes:

Supervisor Confirmation

I confirm that I have provided the student with the above information and that the induction has been completed to the best of my ability. I understand that it is my responsibility to ensure the student has all the information required to succeed in their placement.

Supervisor Signature: _____

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