

FORT COX AGRICULTURE AND FORESTRY TRAINING INSTITUTE

Fort Cox Agriculture and Forestry Training Institute policies will be recorded on the institutional policy catalogue, will be available at the library and on the institute website, (as <http://www.fortcox.ac.za/policies/>) which will be regularly updated. As it is important to provide critical information such as when the policy was introduced, what it aims to achieve and who has responsibility for its implementation and review.

INDUCTION POLICY

POLICY PARTICULARS

DATE OF APPROVAL BY CHAIRPERSON: COUNCIL: 31/10/2019

COMMENCEMENT DATE: 1 January 2019

REVIEW DATE: 1 January 2021

RESPONSIBILITY:

- IMPLEMENTATION & MONITORING: Human Resources together with Managers/Supervisors
- REVIEW AND REVISION: Human Resource in consultation with the Unions and Managers/Supervisors



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1. Preamble

- 1.1 Induction is the process of introducing new employees to the goals of the organization, organizational vision and mission, its policies and procedures, its values, the co-workers as well as the activities and tasks to be performed so that employees are transformed from being complete outsiders to become effective members of the Institute. The Institute recognises that their staff are fundamental to its success. The process of induction encourages new staff to feel welcome, valued and the new staff settle easy in their new roles. Induction help new staff to perform their duties effectively and contribute positively to their respective sections.

2. Objectives

- 2.1. The importance of the induction process lies in the need to facilitate transition into different working environments and assist in equipping staff members in common areas of operation.
- 2.2. The main objectives of the induction programme will be:
- 2.2.1 Acquainting new employees with job procedures;
 - 2.2.2 Establishing relationship with co-workers including managers and other colleagues;
 - 2.2.3 Creating a sense of belonging among employees by showing them how their job fits into the overall Institute.
 - 2.2.4 Acquainting new employees with the goals of the Institute.
 - 2.2.5 Providing the employee with an indication of the preferred means by which these goals should be attained;
 - 2.2.6 Identifying the basic responsibilities of the job;
 - 2.2.7 Indicating the required behavior patterns for effective job performance

3. DEFINITIONS

Induction

It is a process of introducing new employee(s) to the goals of the organization, organizational vision and mission, policies and procedures, values, co-workers as well as the activities and tasks to be performed so that employee(s) are transformed from being complete outsiders to become effective members of the Institute

Induction Programme

Is the process to welcome and Intergrade new employees to the company

Organizational Culture

It is underlying beliefs, assumptions, values and ways of interacting that contribute to the unique social and psychological environment of an organization

Probation Period

It is a period in which a person's fitness for work is tested

Manager/Supervisor



Staff member delegated with the responsibility to review and assess another staff member work performance, including allocation of work, monitoring of activities, discussing performance and development.

4. Guiding Principles

- 4.1. All new staff members shall undergo a formal structured induction programme within a month of joining the Institute.
- 4.2. The programme will be presented in language that is easily understood by the new employee
- 4.3. The process will be flexible and accommodation work pressure
- 4.4. The process will be as interactive as possible focusing on inputs and feedback
- 4.5. All new staff members will be given time to absorb what they have learnt- this may take up to three to four weeks.
- 4.6. All induction material will be easily accessible to new staff members.
- 4.7. The induction programme should be a shared responsibility between the manager and the new employee.

5. INSTITUTE APPROACH TO INDUCTION

5.1 The policy is aiming to set parameters on how proper induction can be provided. The policy will cover these interactions,

- **Pre- arrival Induction:**

The information shall be provided in advance of the start date once a candidate has accepted an offer of appointment. This will help the new employee to begin to familiarize himself/herself with the Institute and the job.

- **Institute Induction:**

The aim of this event is to teach staff member's organizational culture and to remind them about the organizational culture. It can happen during the Institute opening function of the year or during the Institute closing function of the year

- **Sectional Induction :**

Sectional Induction involves making new staff familiar with how the section Operates and also explain how the supporting staff within the section execute their Responsibilities in order to achieve sectional goals.

- **Job Induction:**

It is essential to carry job induction because it compliments probation process. Activities carried out during this phase may be used by managers to document an individual performance during probation period.

JOB INDUCTION HELP THE INDIVIDUAL IN THESE AREAS:

- consolidate their understanding of duties and responsibilities
- understand their expectations in form of standards and objectives
- understand how their performance will be monitored and evaluated
- identify areas that will need training and development

6. The Welcome Pack

- 6.1. The welcome pack, which contains more information about the college, must be prepared for the newcomer.
- 6.2. The items included in this pack will be a welcome letter, the employment contract, administrative procedures and Policies.

7. Formal Induction programme

Areas to be covered in the formal induction should include:

- 7.1 Overview of the Institute history, mission, vision, values and expectation
- 7.2 Detailed focus on the culture, organizational structure, reporting structure, rules and regulation and resources of the Institute.
- 7.3 Security, safety and health of the Institute
- 7.4 An overview of diversity programmes and activities being undertaken to accelerate diversity
- 7.5 An overview of all administrative and policy issues contained with staff handbooks and additional policies
- 7.6 Orientation of disciplinary, grievance and performance management systems
- 7.7 An overview of applicable training and development programmes and facilities
- 7.8 Any fundamental, specialized or necessary initial product or service training and on-the-job training which is to follow
- 7.9 Taxation and remuneration issues

8. Responsibilities

Induction programme should not be treated in isolation, it should be in line with the Development programme/staff development policy. Induction is a shared Responsibility between individuals, line managers (Executive)/Sectional Managers And HRD (Human Resource Development)

New staff members are expected to be proactive and take ownership of their own Induction, which will form part of their own personal development.

8.1 Executive Managers and Middle Managers

- They must ensure that staff receive the appropriate induction at job and sectional level
- Induction is intergraded in the organizational culture and the work environment
- They must direct the induction into the job and individual performance
- Plan and allocate time for induction
- Maintain induction records that will support probation period/ procedure.

8.2 Human resources department

- To coordinate induction within two weeks of the employment of a new Employee
- To ensure all parties participate in the induction programme
- To draft the induction programme
- HR should communicate the policy
- Induction will be conducted for a period of a day

8.3 Evaluation

Evaluation period will be informed by:

- Gathering evaluation and feedback data
- Alignment to the probation period /process
- Provision of guidance and support which represents Code of good practice
- The interval process of evaluation will be six months within the probation period.

9. Dispute handling

In cases of disagreement or disputes, both the manager and staff member Should seek recourse within the Institute, by escalating the dispute to the Head of Department/Line manager/Principal or follow Institute dispute Resolution procedure

Head of Department/Line manager/Principal or follow Institute dispute Resolution procedure

10. Review

This policy will be reviewed every three years in consultation with all Relevant Stakeholders

11. Approval

This policy has been developed through a consultative process and the following Stakeholders were represented:

Signed:

Z. Dumezweni
NEHAWU Chairperson: Fort Cox Branch

15/04/2019
DATE

P.P. S.C. Busakwe
PSA Chairperson: Fort Cox Branch

15/04/2019
DATE

SG Rawula
Fort Cox Institute Representative

15/04/19
DATE

It is recommended that the Institute Principal and Chairperson of the Council approve this policy for implementation, with effect from 01 January 2019

RECOMMENDED/NOT RECOMMENDED

[Signature]

Dr PJ Masika: Principal
DATE: 15/04/2019

APPROVED/NOT APPROVED

[Signature]
Dr P. Lupuwana: Chairperson of the Interim Council
DATE _____