

# Information on Inducting Apprentices

*Sourced from: AI Group (2007) A guide to Managing the First 100 Days of an Apprenticeship, p26-27*

## Induction

All apprentices should be introduced to the organisation and their role through an induction program. Good induction pays for itself at all levels. It motivates workers, reduces staff turnover, addresses health and safety issues and prevents disputes. It builds reputation and goodwill between the employer and the employee. Everyone involved in recruiting and settling in a new apprentice should be aware of these principles.

Induction is the ideal opportunity to ensure the necessary workplace health and safety issues are fully explained and understood before the apprentice is assigned to their workstation. Apprentices should be alerted to the types of hazards likely to be found on worksites and the way risks from these hazards should be managed. Apprentices should also be shown how the impact of their actions on the environment can be minimised.

Through the induction process, the new apprentice should gain a solid understanding of the following:

- Legislation that applies to their everyday work;
- Layout, structure and purpose of the business they are working for;
- Line of authority and who to report to;
- Company Policies and Procedures (Duty of Care);
- Rules about Equal Employment Opportunity, Harassment and Bullying; and
- Workplace Safety (such as manual handling, chemical handling, protective clothing).

Apprentices have a large amount of information to absorb before actual work begins. An induction booklet or handout will assist them in retaining and using this information.

Apprentices should also be given the opportunity in the first weeks to tour the worksite and see what other tradesmen, managers and office workers do to better understand the company and the industry.