



Apprentice Induction Checklist Template

Name of apprentice:	
Job title [and department]:	
Start date:	
Date of completion of induction:	

	Completed by	Date	Comments
Welcome:			
- Introduction to [department] manager and supervisor			
- Complete and check any outstanding documents and forms			
- Check apprentice contract signed			
- Collect P45 and NI number Issue security pass			
Structure and organisation of the business:			
- Brief history			
- Products / services			
- Key clients			
- Organisational structure			
- Management structure			
- Locations			
- Departments			
- Regulatory bodies			
- Future plans and developments			

	Completed by	Date	Comments
Structure of the department:			
- Departmental structure			
- Its relationship with other departments			
- Introduction to other managers			
- Introduction to work colleagues			
Tour of the workplace:			
- Entrances and exits			
- Toilets			
- Lockers/cloakroom			
- Kitchen/canteen			
- Staff notice boards			
- Store rooms			
- Other facilities			
Job description			
- Job duties			
- Responsibilities			
- Reporting line			
- Workstation location			
- Training			
Terms and conditions of employment			
- Hours of work, rest breaks and overtime			
- Salary, including when and how paid			
- Expenses			
- Annual leave entitlement and holiday rules			
- Sickness and other absence rules			
- Standards of dress/uniform			
- Standards of performance and behaviour expected			
- Disciplinary and grievance procedures			
- Notice periods			
- Other main terms and conditions			

	Completed by	Date	Comments
- Staff Handbook			
- Trade union/employee representatives			
- Useful contacts for issues, e.g. salary queries, equipment or computer problems, etc.			
Equal opportunities and dignity at work			
- Equal opportunities policy			
- Dignity at work policy			
- Training			
Health and safety			
- Risk assessment			
- Safety hazards			
- Safety rules and precautions			
- Protective clothing			
- No smoking policy			
- Emergency procedures			
- Location of fire exits			
- Location of fire-fighting equipment			
- Fire alarm and drill			
- Location of first aid kit			
- Procedure for reporting accidents and location of accident book			
- First aid officers			
- Safety representatives			

Signed by line manager:

Date:



For a bespoke contract or more information, please contact the HR Dept on helena.white@hrdept.co.uk or call **0345 2004178**