Staff Development

UoN Induction Guidance

Introduction and Procedure

Effective induction is an important and valuable part of ensuring real benefit to you and the University. If you are subject to a probationary period, then you must complete the induction in order to successfully complete the probationary period.

All face to face sessions can be booked using HR Self Service - instructions for using the Staff Development booking system are available on the HR pages on the Staff Intranet. You should be auto enrolled on mandatory e-learning within the first month of your employment. Should you have any questions, please contact sdbookings@northampton.ac.uk.

The **General Induction** for all staff is made up of several mandatory e-learning packages, plus three face-to-face training courses. Professional services staff may have other role specific training that is identified and recorded by the Line manager during the first probationary review.

Academic staff have four additional sessions listed below under "**Additional Academic Sessions**"

Attendance and completion of training is recorded in the HR record of each member of staff in U4BW. **Recorded completion of all the induction elements is a requirement to complete probation.**

In addition to these elements of induction, there are several training and e-learning sessions designed to support role specific performance, which are delivered on regular schedules. You should agree with your line manager which additional sessions (if any) are important for you to attend during your first probationary meeting. All of these additional sessions are signposted on the Staff Development NILE organisation page.

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GENERAL INDUCTION FOR ALL STAFF

Mandatory E-Learning Packages
- o Diversity in the Workplace
- o Data Protection Briefing (GDPR edition)
- o Working with the Prevent Duty
- o Anti-Bribery Essentials
- o Protecting Students' Consumer Rights (student facing roles)
- o Information Security Essentials (for staff who are issued with a Laptop or PC)
- o Fire Safety
- o DSE

Face to Face Training Sessions (ideally completed in the first three months of employment)
- o Staff Orientation
- o General IT Induction (for staff who are issued with a Laptop or PC)
- o Supporting the Student Experience

Other Induction Requirements
- o Viewing the General Health and Safety Video
- o Completing a Local Induction Checklist with your manager

ADDITIONAL ACADEMIC SESSIONS
- o Essential Technology for Academics (ideally completed in the first three months)
- o Assessment and Student Policy @ UoN
- o The Team Around the Student
- o Being an Academic @ UoN

GENERAL INDUCTION and ESSENTIAL TECHNOLOGY FOR ACADEMICS- offered monthly

ADDITIONAL ACADEMIC SESSIONS – offered 6 times every 12 months