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**Assistant’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Induction:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_

**Please tick Yes No Comments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Introduction to your business (your mission and the services you provide)  |  |  |  |
| 2. | Assistant Role (explain what they will be doing)  |  |  |  |
| 3. | Expectations of the Assistant |  |  |  |
| 4. | First Impressions Matter |  |  |  |
| 5. | Moments of Truth model (ie moments of misery, mediocre, magic) |  |  |  |
| 6. | Importance of supervision of children |  |  |  |
| 7. | Hazard Identification (eg nail protruding, unsafe power point, spilt liquid, broken furniture) |  |  |  |
| 8. | Emergency Procedures (fire & other emergencies) |  |  |  |
| 9. | Incident Reporting  |  |  |  |
| 10. | First Aid? (have they completed a First Aid course – if so, when does it expire?) |  |  |  |
| 11. | Working With Children Check? |  |  |  |
| 12. | Presentation expectations |  |  |  |
| 13. | Provision of Uniform (if applicable) |  |  |  |
| 14. | Bank details, Employee Declaration form and Super details (for wages) |  |  |  |
| 15 | Copy of qualifications, training etc certificates (if required) |  |  |  |
| 16. | Photo & bio for social media/website (if applicable) |  |  |  |
| 17. |  |  |  |  |
| 18. |  |  |  |  |

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 Name & signature of employee Dated

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 Name & signature of trainer Dated