



ICHAS

Section 6 - Staff Recruitment, Management and Development

Subject:	Policy on Staff Induction		
Applicable QCI Core Standard	Staff Recruitment, Management and Development		
Date Approved by Board of Directors:			February 2021
Policy Version	1/2021	Date due for Revision	February 2024

CONTEXT

The Sector Specific Guidelines from QQI require that “the provider’s quality assurance procedures for the recruitment, management and development of staff will be developed in the context of all the education and training activities and related services provided by the provider. This includes those education and training activities leading to awards of awarding bodies other than QQI, such as professional bodies and local provider provision, so that the overall commitments of staff are taken into account by the provider should the college engage with other awarding bodies other than QQI in the future”.

POLICY STATEMENT

The College recognises the importance of supporting new staff members to allow them to familiarise themselves with their new colleagues, the values and ethos of the College as well as their role.

SCOPE

Applies To	Staff	Students	Both	
	✓			
Responsible for Implementation	Vice President (Corporate Affairs), Vice President (Academic Affairs)			
Responsible for Monitoring & Review	Vice President (Corporate Affairs)	Vice President (Academic Affairs)	Registrar	Quality Assurance & Enhancement Officer
			✓	

DEFINITIONS

Kupias and Peltola (2009, 18¹) define induction as the processes and support provided by the organization in order to help a new employee to learn to know the new organization and its members as well as the expectations and tasks related to the job.

Therefore, within the College, staff induction involves the process of introducing a new employee to the culture and organisational processes of the College and supporting them become aware of their responsibilities, roles and the expectations of the College in terms of their functioning and performance. Induction should clearly make new employees feel socially comfortable, help them to integrate with colleagues and become aware of their professional responsibilities.

RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- Quality and Qualifications Ireland (2016) Statutory Quality Assurance Guidelines Developed by QQI for use by all Providers
- European Association for Quality Assurance in Higher Education (ENQA) et al (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
- Quality and Qualifications Ireland (2016) Sector Specific Statutory Quality Assurance Guidelines Developed by QQI For Independent/Private Providers Coming to QQI On A Voluntary Basis
- Quality and Qualifications Ireland (2016) Policies & Criteria for the Validation of programmes of Education.
- Quality and Qualifications Ireland (2018) Statutory Quality Assurance Guidelines for Providers of Blended Learning Programmes
- Protection of Enrolled Learners: Protocols for Implementation of Part 6 of the 2012 Act.
- Quality and Qualifications Ireland (2013) Assessment and Standards, Revised 2013
- Quality and Qualifications Ireland (revised 2018) Quality Assuring Assessment: Guidelines for Providers
- Quality and Qualifications Ireland (2018) Quality Within Higher Education 2018 A Summary Report.
- Quality and Qualifications Ireland (2016) Policy on Quality Assurance Guidelines
- Quality and Qualifications Ireland (2015) Effective Practice Guidelines for External Examining; Revised February 2015

Linked Policies and Procedures.

Linked Policies	Policy on Staff Recruitment, Management & Development Policy on Staff Communication Policy on Staff Development
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¹ Kupias, P. & Peltola, R. 2009. Orientation on the playing field. Helsinki: Palmenia.

	<p>Policy on Staff Performance & Appraisal</p> <p>Policy on supporting staff engagement with Blended Learning</p>
<p>Linked Procedures</p>	<p>Procedures associated with Staff Recruitment, Management & Development.</p> <p>Procedures associated with Staff Induction</p> <p>Procedures associated with Staff Communication</p> <p>Procedures associated with Staff Development</p> <p>Procedures associated with Staff Performance & Appraisal</p> <p>Procedures associated with supporting staff engagement with Blended Learning</p>