

## **Policy Statement**

To enable all staff to become effective and efficient in their role as quickly as possible, it is essential that all staff new to Leisure Active Training receive a timely induction.

Leisure Active Training places critical importance on thorough induction procedures which make new staff feel welcome, valued and settled in their new role. This then forms the basis from which staff can quickly get up to speed, perform their duties effectively and begin to make a contribution to the business.

## **Scope**

This policy relates to all newly appointed staff and to existing staff members who have taken on a new role within the Leisure Active Training. Staff are expected to be proactive in their own induction, and ensure that they receive from appropriate sources the relevant information and support that enables them to apply themselves to their job and fully contribute to the success of the business.

## **Responsibilities**

There is a shared responsibility between individuals and managers and training for the development of staff at Leisure Active Training and this begins with ensuring that all staff receive an appropriate induction.

All new staff will be expected to be proactive and take ownership of their own induction, which will form the initial stage of their personal and professional development. Individuals will be enabled and supported in doing this throughout the duration of the induction period by their line manager who will both signpost and deliver a range of induction activities.

## **Induction Activities**

All new members of staff at Leisure Active Training will receive a one-day orientation of the business by a senior member of staff and relevant information to support their new role. An induction checklist will form the basis of the induction and this will include familiarisation of the business, the organisational structure, qualifications, booking system, use of resources, communication channels and any other activities deemed relevant by management team. The induction process will be completed within the first week of employment.

## **Learner Induction**

A new learner studying a qualification with LA Training, will follow a process that will enable successful registration on to each qualification and will include signposting to all LA Training's terms and conditions and policies and procedures. Payment will also need to be made for a course, prior to attending. Students will be issued with all relevant course material prior to the course, such as learner manuals. Each qualification LA Training will be offering will have specific resources, a particular amount of classroom learning days and a certain assessment process. All this information is available on the LA Training web site for each individual course, with specific details of classroom and assessment dates issued to the learner on request prior to sign up. The qualifications that LA Training will be offering that have differing course structure will be:

- Level 1 Award in Fitness and Physical Activity
- Level 2 Award in Instructing Circuit Training Sessions
- Level 2 Award in Instructing Group Indoor Cycling Sessions
- Level 2 Award in Instructing Kettlebell Training Sessions
- Level 2 Certificate in Instructing Studio Resistance Training
- Level 2 Certificate in Fitness Instructing - Exercise and Physical Activity for Children
- Level 2 Certificate in Fitness Instructing - Gym Based Exercise
- Level 3 Award in Instructing Boot Camp Fitness Training
- Level 3 Certificate in Personal Training
- Level 3 Diploma in Exercise Referral
- Level 3 Certificate in Leisure Management
- Level 3 Award in Adapting Exercise for Ante Natal and Post Natal Clients
- Level 3 Award in Sports Conditioning
- Level 3 Award in Nutrition for Physical Activity
- Level 3 Award in Adapting Exercise for Independently Active, Older People
- Level 4 Certificate in Weight Management for Individuals with Obesity, Diabetes and/or Metabolic Syndrome
- Level 4 Programming Physical Activity for Individuals with Low Back Pain
- National Pool Lifeguard Qualification (NPLQ)
- First Aid at Work
- Emergency First Aid at Work
- Level 3 Certificate in Assessing Vocational Achievement
- Level 4 Award in Internal Quality Assurance

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