	Document Title	Tutor Induction Program		
	Doc. Number	ADM-PRO-012	Doc. Owner	Academic Committee
	Author	Adam Romans	Revision	Rev. 1
	Reviewed by	Academic Committee	Approved by	Academic Committee
	Next Review Date	10/11/2025	Approved Date	10/11/2022

1. Document Statement

This document outlines the process in which Tutors are inducted into Shorcontrol Safety's programs and system.

This procedure will apply to all contracted and hired Tutors who will administer courses for or on behalf of Shorcontrol Safety.

2. Scope

All hired and contracted tutors, as well as those responsible for administering the induction.


3. Definitions

Term	Definition

4. Procedure

A. Phase I: Pre-Start Information and Documentation

- 4.1 The Head of Training and Development is responsible for conducting the first portion of the Tutor Induction Program.
- 4.2 Each Tutor must have a *Tutor Induction Program Form* (ADM-FM-008) created for them prior to beginning the induction.
- 4.3 Each tutor must have a personnel folder created for them in a secure location only accessible to the General Manager and/or Head of Training and Development.
- 4.4 Each Tutor must supply their CV/Resume as well as any and all copies of applicable certifications which are related to their ability and competency in delivering training courses.
 - 4.4.1 All of these items must be copied into their personnel folder
- 4.5 Each Tutor will be given a copy of the *Code of Conduct For Trainers* (TRA-FM-005) which must be reviewed, agreed upon and signed by the trainer and returned to Shorcontrol Safety.
 - 4.5.1 The signed copy must be scanned and sent to their personnel folder
- 4.6 Each Tutor will be given a copy of company's *Learning and Teaching Strategy* (TRA-POL-017) to review and discuss with the Head of Training and Development.
- 4.7 Each Tutor must hold an agreed upon contract between themselves and Shorcontrol Safety.
 - 4.7.1 *Contract Terms and Conditions* (ADM-FM-006)
 - 4.7.2 A copy of the contract must be secured and retained by the General Manager

	Document Title	Tutor Induction Program		
	Doc. Number	ADM-PRO-012	Doc. Owner	Academic Committee
	Author	Adam Romans	Revision	Rev. 1
	Reviewed by	Academic Committee	Approved by	Academic Committee
	Next Review Date	10/11/2025	Approved Date	10/11/2022


- 4.8** The Head of Training and Development is responsible for using and filling out the *Tutor Acceptance Form* (ADM-FM-007).
- 4.8.1 Part 1 of the tutor acceptance form must be signed off by both the Head of Training and Development as well as the Tutor prior to moving further onto the second phase of the induction program.
- 4.9** Once all the above documentation is submitted and retained in the Tutor's folder within Shorcontrol Safety; the Head of Training and Development must complete the Phase I portion of the Tutor's induction program form.
- 4.9.1 The form should then be submitted to the Safety and Quality Manager who will lead the Tutor through Phase II of induction program.

B. Phase II: Quality and Safety Systems Familiarity

- 4.10** The Safety and Quality Manager is responsible for delivering the *Tutor Manual* (ADM-MAN-002) and the *Document Management Manual* (ADM-MAN-001) to the individual.
- 4.11** The Safety and Quality Manager is responsible for walking the tutor through the Quality Assurance System (QMS).
- 4.11.1 This includes informing them of their role in the Quality Assurance process; relevant policies, procedures and processes; how to access the QMS; what the role of the Quality Assurance Committee is within the QMS, what the role of the Academic Committee is withing the QMS; rules and requirements for delivering live-remote training; and any other Quality Assurance related matters which the tutor may encounter.
- 4.12** The Tutor will receive the company's up-to-date *Safety Statement* (SAF-POL-002) to review.
- 4.13** The Safety and Quality Manager is responsible for walking the Tutor through the Safety Management System.
- 4.13.1 This includes informing them of their role in the Safety Management Systems process; relevant policies and procedures concerning the safety of themselves, staff, Learners and others; as well as any other safety related matters which the tutor may encounter.
- 4.13.2 The Tutor will be given time to discuss their role within the SMS and as to what their rights and responsibilities
- 4.14** The Safety and Quality Manager is responsible for showing and/or initiating the tutor with an accredited on-line training for Child Guarding/Vulnerable Adults training certification.
- 4.15** Once the above items are completed the Safety and Quality Manager is to complete the Phase II portion of the individual's induction program form.
- 4.15.1 The form should then be submitted to the General Manager who will lead the Tutor through Phase II of the induction program.

C. Phase III Sales and Administration Communication

- 4.16** The General Manager, or person delegated by them who is of management level, is to introduce the tutor to the Sales Team.
- 4.16.1 This includes detailing how the sales team will communicate with the tutor in scheduling of training.

	Document Title	Tutor Induction Program		
	Doc. Number	ADM-PRO-012	Doc. Owner	Academic Committee
	Author	Adam Romans	Revision	Rev. 1
	Reviewed by	Academic Committee	Approved by	Academic Committee
	Next Review Date	10/11/2025	Approved Date	10/11/2022

4.17 The Tutor is to be introduced to the Administration team.

4.17.1 This includes walking through the processes associated with collecting course packs as well as delivering completed coursework.

4.18 Once the above items are completed the General Manager is to complete the Phase III portion of the individual's induction form.

4.18.1 The form should then be submitted back to the Head of Training and Development who will lead the tutor through the final phase of the induction program.

4.19 Upon completion of the Phases I, II & III, the tutor will be allowed to administer the courses approved by the Head of Training and Development for a probationary period of time.

4.19.1 The Tutor will be considered off of their probationary period once Phase IV of the induction program has been completed by them.

D. Phase IV Course Evaluations and Final Trainings

4.20 The Head of Training and Development is responsible for evaluating the Tutor on their effectiveness, skills and otherwise ability to deliver the training programs they are offering through Shorcontrol Safety. This is recorded in Part 2 of the *Tutor Acceptance Form*.

4.20.1 This requires that 2 courses are evaluated prior to being completed

4.20.2 A separate live remote course must also be evaluated if the Tutor is planned to administer any live remote trainings.

4.21 The Head of Training and Development is responsible for ensuring that the tutor has completed the Child Guarding/Vulnerable Adult Training certification.

4.21.1 This is to be scanned and copied into the Tutor's personnel folder.

4.22 The Head of Training and Development is to ensure that any other requirements placed on the tutor have been satisfied.

4.22.1 i.e. requirements derived from the Academic Committee or specific requirements derived from the NGO's associated with a particular course, etc.


4.23 Once both of the individual's *Tutor Acceptance Form* and *Tutor Induction Program Form* are complete and signed off by all relevant parties, copies of each need to be submitted to the Tutor's personnel folder.

4.23.1 Both of these completed forms will be sent to the Academic Committee for their review.

5. Forms

Title	Link

6. Frequently Asked Questions

	Document Title	Tutor Induction Program		
	Doc. Number	ADM-PRO-012	Doc. Owner	Academic Committee
	Author	Adam Romans	Revision	Rev. 1
	Reviewed by	Academic Committee	Approved by	Academic Committee
	Next Review Date	10/11/2025	Approved Date	10/11/2022

Question	Response

7. Responsibilities

Employee Title/Classification	Responsibility

8. Enforcement

Employee Title/Classification	Responsibility

9. Related Information and Documents

Document ID	Title


10. Procedure History

Revision Date	Author with Title	Description

11. Procedure Review

This procedure will be reviewed when:

- 11.1. There is a change of General Manager at Shorcontrol Safety Ltd.

	Document Title	Tutor Induction Program		
	Doc. Number	ADM-PRO-012	Doc. Owner	Academic Committee
	Author	Adam Romans	Revision	Rev. 1
	Reviewed by	Academic Committee	Approved by	Academic Committee
	Next Review Date	10/11/2025	Approved Date	10/11/2022

- 11.2. There is a change of the Head of Training and Development
- 11.3. There is a change in any of the related documents found in section 9 of this document
- 11.4. As prescribed in Shorcontrol Safety Ltd.'s policy and procedure review schedule

12. Administration Approval, Review History & Affected Individuals Agreement

Title	Date [dd/mm/yyyy]	Signature
Preparer		
Owner		
General Manager		

Reviewer Name and Title	Date [dd/mm/yyyy]	Signature

Name and Title	Date [dd/mm/yyyy]	Signature