



Induction of new staff (CPD Certified) online

Extra title field

This is an online course, you can enrol and start at any time between the advertised start date and the end date.

How will the course benefit me?

Interested in HR training courses? Online materials and assessments make it easy for anyone, anywhere to complete one of our courses. This course aims to provide you with knowledge of the induction process for new staff. It is ideal for anyone who is or is aspiring to become a line manager.

What will I learn?

How to use the EQUAL online learning platform to complete tasks and assessments. Section 1: The induction process In this section you will learn about the importance of an effective induction, and the phases of the induction process. You will also learn about the legal aspects of the induction process. Section 2: The effectiveness of the induction process This section will take you through the induction process in more detail, including how to record the progress of an induction and how to evaluate the induction process.

Career Opportunities

This course supports progression onto a range of other CPD online courses. Or you may be interested in our range of online Level 2 vocational courses that are also on the EQUAL online learning platform.

Assessment / Exam

You will complete online evidence demonstrating how you meet the course criteria. The average time to complete this online course is 2- 6 hours you may however complete in more or less time. It will depend on your commitment to the course. You will receive instant feedback from auto marked assessments. At the end of the course you will receive a your personalised Official CPD certificate

Entry Requirements

Spoken and written English at Level 2 and be a confident IT user - experience in using web-based learning would be beneficial. You will also need to be motivated to undertake personal study. You will need an email address to use the EQUAL online learning platform

Additional Material Cost

To fully participate in this FULLY ONLINE course you will need: - a PC/laptop/tablet with a fully updated browser (preferably Google Chrome) you will need access to a reliable internet connection.

Health & Safety

You will be need to be familiar with staying safe while learning online. If you have not completed any online-safety training it would be beneficial to complete an online safety module. You can find modules here <https://www.learnmyway.com/subjects/online-safety/> . You can register for free using our log in 3453711. You will need to use your personal email to account to to access the EQUAL secure online learning platform. Depending on the course you are enrolled for you may need a private space while participating in the online part of the course.

How will the course be delivered?

You must have access to the internet and a suitable device, preferably a PC or laptop to enable you to access the EQUAL online learning platform. You will be given access to online materials which will take you step by step through the course and help you to develop independent learning skills. All assessment answers are submitted through the EQUAL online learning platform