



Early Childhood Induction Toolkit

Factsheet 13

Inductee

Importance of Induction

What is this for?

This factsheet is part of a suite of 18 resources to support the induction of new team members when they join a new ECEC service. You can learn more about this in the Course Introduction of the accompanying eLearning module.

Who is this for?

This factsheet is for the new member of staff undergoing induction.

How do I use it?

Use this factsheet to learn about the purpose of induction.

Use this together with these resources:

- First Day Checklist
- First Week Checklist
- First Month Checklist

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Having a checklist as part of the induction is very important to me as I can refer to it, and it helps me to be clear about where I am and what needs to be done.”

Chelsea, Gowrie Broadmeadows Valley

Induction processes play a crucial role in welcoming you as a new team member, helping you to become familiar with the service and ensure you have information, tools and support to be successful in your role. Induction includes an orientation to the service, processes to clarify and meet performance expectations and opportunities for building relationships within the service and community.

Induction is not just a formality but an investment in your success and well-being. The induction process sets the stage for positive experiences, creating engagement, commitment, and long-term success.

Below outlines the reasons why an induction is important and how it supports you as a new team member.

1. It Supports a Smooth Beginning:

- Helps you become familiar with the service's culture, philosophy, program, values, policies and procedures.
- Facilitates a sense of engagement with colleagues and stakeholders, helping you build connections, establish relationships, and feel valued in your new workplace.



2. It Creates Clarity of Expectations:

- Clarifies roles, responsibilities, reporting lines, authority, and expectations, reducing ambiguity, and enabling you to have a sound understanding of these.
- Aligns your goals with the service's vision and philosophy, ensuring you understand how your work will contribute to this.

3. It Provides Information on Pedagogy and Practice:

- Reduces the time it takes for you to become familiar with the service's pedagogy and practice expectations by providing you with the necessary information, resources, and support.
- Can strengthen your professional identity by acknowledging your value as an educator or teacher.

4. It Supports Wellbeing:

- Can support your wellbeing by developing your sense of efficacy, confidence, and professional satisfaction.
- Engaged team members are more likely to value the workplace, develop confidence, and stay with the service longer, making induction crucial for fostering a sense of commitment.

5. It Supports Learning and Development:

- Lays the foundation for ongoing learning and development, setting you on a path for continuous growth and career development.
- Can create opportunities for coaching, mentoring, and peer support, enabling you to learn from experienced team members and expand your professional networks.

6. It Enhances Job Satisfaction:

- Can help you feel valued, supported, and connected to the service creating a sense of positivity and enjoyment.
- Contributes to higher levels of job satisfaction by ensuring you have a positive initial experience and feel confident in your ability to succeed.

7. It Enhances Safety and Compliance:

- Educates you about workplace health and safety protocols, reducing the risk of accidents and injuries.
- Ensures you are aware of legal and regulatory requirements relevant to your roles, minimising your exposure and risk to compliance-related issues.

8. It Supports a Positive Workplace Culture:

- Helps you understand the service's values, norms, and customs, facilitating cultural alignment and promoting a sense of belonging.
- Promotes an inclusive environment by fostering awareness and appreciation of diversity among team members and families.

9. It Outlines Legal and Ethical Obligations:

- Ensures you receive fair and equitable treatment, promoting diversity, equity, and inclusion in the workplace.
- Reduces your exposure to legal risks related to discrimination, harassment, and other forms of misconduct by ensuring awareness of relevant policies and procedures.