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| QF283 | INDUCTION CHECKLIST |
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| <p>CANDIDATE'S NAME:</p> <p>CANDIDATE'S PHONE NUMBER:</p> <p>CANDIDATE'S EMAIL ADDRESS:</p> <p>DATE OF ATTENDENCE: SUCCESSFUL/UNSUCCESSFUL</p> <p>(S/US):</p> | |
| <p>Qualifications:</p> <ul style="list-style-type: none"> <input type="checkbox"/> DHS Disability Clearance <input type="checkbox"/> DHS Working with Children Check <input type="checkbox"/> South Australian drivers' licence <input type="checkbox"/> First Aid <input type="checkbox"/> Manual Handling <input type="checkbox"/> CPR | <p>Other requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Picture for ID <input type="checkbox"/> Copy of CV |
| <p>Paperwork completed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application for Employment <input type="checkbox"/> Bank and Emergency Details <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Confidentiality Agreement <input type="checkbox"/> Drug and Alcohol Policy <input type="checkbox"/> Job Description <input type="checkbox"/> Contract <input type="checkbox"/> LA Profile <input type="checkbox"/> Media Consent <input type="checkbox"/> Superannuation <input type="checkbox"/> Tax File Number <input type="checkbox"/> Scope of Practice Agreement <input type="checkbox"/> Agreement of Policies | |
| <p>Paperwork, provided for LA's to keep:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CIMS Accept and Decline Shifts Information booklet <input type="checkbox"/> Contact Sheet <input type="checkbox"/> Fair Work Information Statement <input type="checkbox"/> LA Pay Rates <input type="checkbox"/> Teleclock Information Summary | |



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INDUCTION CHECKLIST

Induction component:

- Completed induction component
- Seen slideshow and videos: Intro, Disability Aware, Service Delivery, LA, and CIMS
- Verbally communicated all questions have been answered

Training component:

- Completed training up to Enhanced Lifestyles's expectations and quality
- Completed training paperwork
- Completed feedback sheet regarding induction and training

Signed off by two Enhanced Lifestyles employees:

peopleandculture@enhancedlifestyles.com.au