**Corporate Induction E-Learning module**

Details contained within the employee contract:

* E-Learning user guide & URL to address
* User id & Password
* Link to the New Starter Website

To be completed before employee starts work

To be completed on the first day

**Corporate Induction Checklist**

Paper copy checklist to be completed with line manager.

**Head of Service meet and greet and E-Learning modules to complete:**

* Corporate Induction
* Code of conduct
* Violence against women
* Equalities
* Safeguarding
* Sexual Harassment

To be completed before 3 month probationary period

**E-Learning modules to be completed:**

* Data Protection
* Whistleblowing
* Welsh Language Awareness
* Carer Awareness
* Mental Health Awareness

To be completed before 5 month probationary period

**Meet and greet with Chief Executive and/or Senior Leadership Team.**

To be completed before 6 month probationary period

**Final Process**

Employee receives a letter via email confirming successful completion of probationary period. Includes survey monkey link, asking their opinion on whole induction process.

To be completed after 6 months in post