

## Graspp Fitness Staff Induction and CPD Arrangements

The purpose of induction is to ensure the effective integration of staff into or across the organisation. All new employees, including freelance, contract and temporary workers, also staff who are appointed into another position within Graspp Fitness, will receive an induction at the commencement of their new role. This is to ensure that each employee is given detailed information on the company, their role, their expectations and the expectations of Active IQ

Graspp Fitness takes the training and development of its staff in the highest regard. Graspp Fitness staff will be provided with a detailed company induction within their first week of employment which will include the following:

- Graspp Fitness' aims, objectives and culture, contracts and targets, management control, business development
- An introduction to management structure, introduction to team members, their immediate working environment, introduction to administration staff and carry out any administration that is required.
- Other teams and associated relationships. E.g. Working Teams, Admin, Quality etc.
- Discussion of terms and conditions, job description, office practices, role of the employee. Graspp Fitness Policies and Procedures to include; grievance and disciplinary policies.
- Training and Development to include; continuous personal development, appraisal and 1-2-1.
- Explanation of the Health and Safety regulations, the employee responsibilities, the employers responsibilities and Graspp Fitness' responsibilities in accordance with the Health and Safety at Work Act 1974.
- Explanation of Information Technology and the Data Protection Act.
- Mandatory training relating to health and safety and other essential or legal areas.
- Job training relating to the role that the new starter will be performing including Active IQ requirements, systems and processes.
- Training evaluation entailing confirmation of understanding, and feedback about the quality and response to the training.

We are committed in our support of staff in maintaining and developing their skills and knowledge, so as to deliver the service expected by learners working towards Active IQ qualifications.

We respect that continuing personal or professional development (CPD) will reflect how Graspp Fitness staff wish to progress and develop their careers.

We encourage our staff to engage in appropriate CPD activities.

Graspp Fitness maintains up to date records of CPD activities will be available to Active IQ on request.

Thank you for your contribution and commitment to making our policy work.