



THE OIL & GAS ACADEMY

Employing Company Induction Process - Registration Form

Overview Prior to employee induction registration within the OPITO central recoding system it is necessary to verify that the employing company has implemented a process to ensure that inductions are undertaken in accordance with the Step Change Common Induction Process guidelines (rev 0 @ 4-6-1999) available from the OPITO web site <http://www.opito.com>

Organisation Name

Address

Post Code

Telephone

E-Mail

Instructions: Please respond to the following questions: (tick in the appropriate box)

Where the response to a question is NO, additional explanatory information is required to be submitted with this document

	YES	NO
1) The Company has a defined policy for Employee Inductions	<input type="checkbox"/>	<input type="checkbox"/>
2) The Company Induction is introduced by a member of the organisation's management	<input type="checkbox"/>	<input type="checkbox"/>
3) The Introduction includes the points listed within the guidelines for Employing Company Inductions	<input type="checkbox"/>	<input type="checkbox"/>
4) There is an established training programme which incorporates the eight training elements as defined within the guidelines for the Employing Company Induction	<input type="checkbox"/>	<input type="checkbox"/>
5) There is a mechanism to ensure that the programme is reviewed and revised on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>
6) "The Guidance for the Development of Trainers and Assessors" section of the guidelines was referenced during the establishment of the Employing Company Induction process	<input type="checkbox"/>	<input type="checkbox"/>
7) The Employing Company Induction process is included as part of an ongoing audit programme	<input type="checkbox"/>	<input type="checkbox"/>
8) The seven learning outcomes as stated within the guidelines are included in the employee assessment	<input type="checkbox"/>	<input type="checkbox"/>
9) There is an established process for employee assessment	<input type="checkbox"/>	<input type="checkbox"/>
10) Records of assessment are maintained	<input type="checkbox"/>	<input type="checkbox"/>
11) Where employees have not attained the knowledge required from the induction, there is a process established to address this?	<input type="checkbox"/>	<input type="checkbox"/>
12) Have all employees been made aware of the Data Protection Act and accepted their records will be held on the Industry data base?	<input type="checkbox"/>	<input type="checkbox"/>
13) Does your organisation use the Step Change Employing Company Induction web site to deliver its inductions?	<input type="checkbox"/>	<input type="checkbox"/>

The Employing Company nominated representative should now sign this form. You can then fax (01224 787830), e-mail cr@opito.com or post to Minerva House, Bruntland Road, Po

DECLARATION: The response information contained within this document is correct at the time of submission to OPITO.

Your Signature

Print Your Full Name

Your Position