

Local Induction at LTHT - A Simple Guide

Local Induction must be reported within 28 days of the new colleague commencing employment. The Trust Local Induction procedure can be carried out in tandem with any other induction process you maintain with your CSU but should not be replaced by these other processes. Further guidance can be found on the [Organisational Learning intranet page](#).

Preferred: The easiest way to complete and record local induction is through the [Training Interface](#).

1. The new colleague starting in the Trust will have an account created and available for use on the Training Interface within 3 days of joining.
2. Once the account is created, the manager can add the new starter to their list of appraisees by following the guidance in [this help video](#). The appraisee must log in to approve the assignment.
3. Under the 'Reviews' menu, the manager should use the digital version of the Local Induction checklist to record all key activities for the new starter.
4. In discussion with the new starter, objectives should be set for the initial employment period and these must cover the period until the first appraisal.
 - **Note:** the first appraisal for any new starter is not due until the appraisal season in the calendar year commencing after the year of joining. As such, the local induction replaces the first appraisal.
5. Once the Local Induction form is completed on the Training Interface, the system will automatically record this within the individual's ESR record and they will be considered compliant with the requirements of this process.

The benefits of completing the Local Induction through the Training Interface are:

- There is no need to notify Organisational Learning as this will happen automatically when the Induction is electronically signed.
- Any objectives set with the individual at the point of induction will automatically pull through to your staff member's appraisal the following year.
- There is an electronic record of the Local Induction which reduces paper wastage.

Alternative: The alternative way to complete Local Induction is by using the electronic form. The latest version of the Local Induction form can be found on the [Organisational Learning intranet page](#).

1. [Download the latest version of the Local Induction form](#).
2. Complete the form in collaboration with the new starter.
3. Provide a copy to the new starter and keep a copy in the individual's local personnel file.
4. Email leedsth-tr.mandatorytraining@nhs.net with the new starter's name and payroll number, advising that local induction is complete. You do not need to forward a copy of the completed Local Induction form.
5. Organisational Learning will manually record the Local Induction competency in ESR for the new starter and they will be considered compliant with the requirements of this process.
6. Ensure the objectives written on the form are reviewed at the subsequent appraisal.