

Wizard NEW STARTERS - Day 1 - Induction

Introductions

Fire procedures - walk round site, show where fire meeting point is

Toilet, smoking and lunch arrangements

Procedure if ill/not able to attend (*our contact phone number = 07747 804487, add to mobile phone*)

Clothing, footwear - PPE & everyday

H&S - key issues in workshop, identify potential hazards (swinging on chairs!)

Rules - develop own set, individual and for groups. Discuss. How will rules help achievement potential? Why do we have rules? Mutual respect! BE NICE, smile

Mobile phones, ipods, headphones, swearing

Time out procedure, complaints (re staff and students)

Buddy system

Targets - what want to achieve during time with Wizard? academic/work and personal - expectations, ownership

Identify current projects working on, new project ideas, identify which project preferences students may have

Admin

Folder , name on folder, USB stick

set up diary & computer account (*procedure re computers, facebook, music/headphones*)

The project

If there are other students in attendance, at this point the new starter should be encouraged to join the activities they are working on. If no other students are attending, the new starter should do the following:

Kitcar - Identify and list outstanding work to be done, resources needed and potential tasks/responsibilities that student can be involved in

Motorbikes - Identify each bike, quick assessment of each, research on web and find at least one picture of each

Practical activities

Current activities identified that the student can participate in to familiarise them with the workshop and the activities in progress