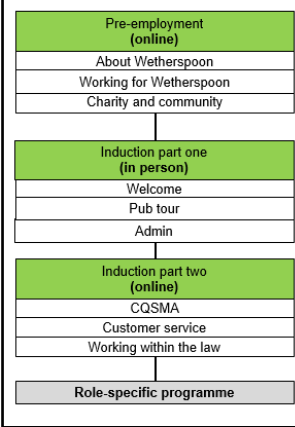








Reference	<ul style="list-style-type: none"> • Safety policies • Risk assessment manual • DMLB • COSHH manual • Proof of right to work SOPs • Prevention of illegal working policy (myLibrary) • Induction briefing guide Notes (myLibrary) • Guide to associate academy (myLibrary) • Training path documents (myLibrary) • Probationary period review form (myLibrary) • Young person (under-18) training guide (myLibrary) • SOP 1 - How to use a SOP • SOP B0021 - Implementing Challenge 21/25 • SOP B0022 - How to complete free pour training • SOP OF0059 - How to complete fire training • SOP OF0214 - Proof of right to work (PORTW) - Student visa • SOP OF0245 - Creating employee availability and setting maximum working hours in mySchedule • HSOP PC004 - How to complete fire training
Equipment	<ul style="list-style-type: none"> • Personnel & Training file (P&T file)

Step 1	<p>Associate induction</p>  <pre> graph TD A[Pre-employment (online)] --> B[About Wetherspoon Working for Wetherspoon Charity and community] B --> C[Induction part one (in person)] C --> D>Welcome Pub tour Admin D --> E[Induction part two (online)] E --> F>CQSMAS Customer service Working within the law F --> G[Role-specific programme] </pre>	<ul style="list-style-type: none"> • The management team is responsible for arranging the new starter's induction part 1. This will take place in the pub/hotel with the duty manager. • Hours for induction part 1 must be entered onto mySchedule to ensure that the new starter is paid for this time. • The duty manager will complete all relevant paperwork and tasks listed in the induction briefing guide (myLibrary). • Failure to complete all of the relevant paperwork and tasks listed in the Induction briefing guide, including the pub tour and Induction checklist, may result in a critical focus failure at the pub's next people audit. • No training workbooks remain at associate level. Role-specific training is accessed by associates via myLearning Centre. Refer to Guide to associate academy (myLibrary) for information on in-house training and sign-off documents. Role-specific training programmes for most associate roles retain deadlines of 12-weeks. <p>Maintenance associates: As employees in this role work independently more often than employees in other roles, a comprehensive two-day induction must be completed. Refer to 'Training path – maintenance associate' for details of what must be completed.</p>
Step 2	 <p>INDUCTION WELCOME TO WETHERSPOON Start my course</p>	<ul style="list-style-type: none"> • The new starter will be emailed information on how to complete their online induction (part 2). • The new starter cannot start working in the business until the online induction has been completed. • As part of the induction process, all employees must receive pub specific fire training. Refer to SOP OF0059 - How to complete fire training. For all hotel based employees, refer to HSOP PC004 - How to complete fire training. • As part of the induction process, young person's risk assessments (myLibrary), or any other person specific risk assessments must be completed if required. • All new bar and cross-trained associates must complete documented spirit free-pour training prior to commencing work on the bar. Refer to SOP B0022 - How to complete free pour training.

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Step 3		<ul style="list-style-type: none"> Once the online induction course is complete, the learner can start their on-job training with their training buddy. Refer to the guide to associate academy on myLibrary. They will be notified of the any other online training required for their role, and must complete this training within the defined timescales.
Step 4		<ul style="list-style-type: none"> All documents completed during Induction must be checked by the designated training manager. Ensure that the new starter checks and confirms that the details logged on the 'new starter commencement form' are correct, and then place in confidential waste bag. Bank details, e-mail address, and NI number must be accurate for payment accuracy and enrolment to myJDW. The completed contracts, PORTW and all other relevant paperwork must be filed in the P&T file. All P&T files must be kept in a locked cabinet in the office.
Step 5		<ul style="list-style-type: none"> The designated trainer must check the associate's knowledge as part of all training reviews. The probationary period is 13 weeks. The designated training manager must complete a 6-week review and a 12-week review to assess training progress and development needs. Ensure that the management team check in regularly with the new starter outside of these formal reviews.
Step 6		<ul style="list-style-type: none"> There are a number of associate workshops available for the management team to deliver in-house as required. The associate must attend scheduled training workshops when required. Employees attending these workshops must be logged into mySchedule so they are paid correctly for attending. <p>• Training must be commensurate with the employee's responsibilities.</p>
Step 7		<ul style="list-style-type: none"> For any employee with student visa restrictions, refer to SOP OF0214 - Proof of right to work (PORTW) - Student visa and OF0245 - Creating employee availability and setting maximum working hours in mySchedule. Employees on a student visa are not permitted to work more than 20 hours per week during term times. Maximum hours must be set at 16 hours for students with visa restrictions in term times. This is to allow for occasions where the employee's shift may overrun slightly. <p>Employees on a student visa must not work more than the permitted hours.</p>