Preschools operating within the scope of the National Quality Framework must implement the processes and procedures outlined in the [Participation of pre-service teachers, educators and volunteers procedure](https://education.nt.gov.au/policies/preschool-specific-policy).

This template may be used to meet the record requirements of the Education and Care Services National Regulations and guide the induction of pre-service teachers, educators and volunteers.

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| --- | --- |
| Personal Details | |
| Full Name: |  |
| Date of Birth: |  |
| Address: |  |
| Contact number: |  |
| Ochre Card details | Number:  Expiry: |

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| Induction checklist | |
| The following activities have been undertaken as part of the induction process: | |
|  | A tour of the school and introduction to leadership team |
|  | Behavioural expectations of working in the school and with children have been outlined |
|  | Mandatory reporting of harm and exploitation of children training completed |
|  | The individual’s roles and responsibilities have been outlined |
|  | The preschool’s procedures and processes relevant to the individual’s roles and responsibilities have been explained and the individual is aware of their location |
|  | The preschool or school workplace health and safety roles, responsibilities and rights have been outlined, and the trained first aid officers identified |
|  | A process for providing and receiving feedback has been established |

Name of supervisor/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Record of days and hours of participation | | | |  | |  | |  | |  |
| Date | Start | Finish | Total hours | | Date | | Start | | Finish | Total hours |
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