YOOBEE COLLEGE OF CREATIVE INNOVATION | NZST New Zealand School of Tourism | Elite School of Beauty & Spa | cut above academy | Healthcare Academy of New Zealand

Kaiāwhina & Student Representative Induction Checklist

Especially prepared for

Name:
Start Date:

CM or TL to sign 'inducted by' column after each section has been facilitated
Kaiāwhina or Student Rep to sign 'completed by' column after each section has been completed

Session 1 (2 hrs) Date:

KEY FOCUS: INDUCTION	Inducted by	Completed by
Meet/familiarisation with the team • Campus Management and support staff • Icebreaker activity with staff – *Desert Island* • Fellow Kaiāwhina and Student Representatives – *Question Web*		
Intro to being a Kaiāwhina and/or Student Representative • Your induction plan/overview • Review position description • Breakdown of key expectations • Student Handbook – *Fastest Finger Activity* • Health & Safety Plan – *True or False*		
Intro to your role • Who to go to for what e.g., Class Tutor/Trainer, TL, CM – *Scenarios* • When to escalate – *Scenarios* • What to expect in student rep meetings • Student rep meeting cycle and calendar reminders – *Campuses to provide*		
Building skills • Engaging in conversation – *Fun video (1:20min) followed by discussion points* • Intro to tikanga and understanding our cultural differences – Everyone to contribute thoughts, knowledge, and learnings • Neurodiversity/Disability needs		

Session 2 (35 mins) Date:

KEY FOCUS: HOW'S IT GOING?	Inducted by	Completed by
Building skills • Student feedback • Questions addressed • Managing time and priorities • The dos and don'ts of your culture Come prepared with 3 do's & don'ts to share		

Session 3 (35 mins) Date:

KEY FOCUS: BUILDING YOUR SKILLS	Inducted by	Completed by
Building skills • Student feedback • Questions addressed • Self-care – *Bingo* • How to deal with conflict – *Brainstorm*		

Session 4 (35 mins) Date:

KEY FOCUS: ALL ABOUT YOU	Inducted by	Completed by
Building skills • Student feedback • Questions addressed • Stress Management – *Techniques* • Building relationships & setting healthy boundaries		

I, _____

confirm I have participated fully in my induction and am familiar with the following documents:
- My Position Description
- Student Handbook
- Health & Safety Plan
- Key contact numbers in campus

Signed by Kaiāwhina or Student Rep: _____

Signed by TL or CM: _____