



Welcome

Hello and welcome to the Care Inspectorate.

We are really looking forward to meeting you and working together. Normally we would be welcoming you to one of our offices, but these are unusual times so things are a bit different, and we want to make sure you know what to expect from your induction programme to make joining the organisation a little easier. Although you may be working from home, there are lots of people and resources in place to help you get started.

Our induction programme has been designed to support you to feel connected and to ensure that you have the knowledge and support required to perform in your new role. This guide outlines our induction approach and includes details of what you can expect at each stage. We have also included information about the tools and resources available to you to support your health and wellbeing during this period and beyond.

Overview of our induction programme

Our new induction model is based on a blended learning model, combining an online programme of self-directed learning and virtual corporate induction session focused on connecting you to the organisation.

Our induction model is design ed against three stages:



Introduction to your office and team

The local induction programme is managed by your line manager and team. It is designed to support you to become familiar with your responsibilities meet with your colleagues and understand what is expected of you.



Introduction to the organisation

The corporate induction programme includes self-directed learning and a virtual corporate induction session which brings together new starters and returners in the same period. The purpose is to share essential information within the first few weeks of employment and welcome you to the organisation and cultivate a relationship where you feel connected to the Care Inspectorate.as quickly as possible.



Induction to your role

Depending on your role, you may be invited to attend a virtual role specific induction programme. The programme is designed to equip you with the skills and knowledge required to perform the role effectively. The programmes cover online learning materials, virtual training sessions and virtual peer learning groups. Role specific programmes are currently in place for regulated care inspectors.

What you can expect

Local induction

During your first few weeks, your line manager and team will provide support to enable you to develop relationships and understand our current ways of working. You will spend time meeting and shadowing other colleagues so you can gain an understanding of your department and what you can expect in your role.

Corporate induction

When you start your new role, a member of the Organisational Workforce Development (OWD) will give you access to our corporate induction programme. The content includes mandatory e-learning on a range of topics including:

- LEAD (Learn, Experience, Achieve and Develop) our process for managing and supporting individual performance and development.
- Health and safety.
- Equalities.
- GDPR and information security and governance/

As part of the programme, you will also be signposted to, and asked to read, key people management policies. You will have up to two months to complete this programme of learning.

You will also receive an invite to attend our new virtual, online induction programme to ensure you feel connected to the organisation and understand your role during this period of remote working.

Role specific induction

If you are joining the organisation as an inspector, strategic inspector, or team manager, you will be invited to complete role specific programme. More details about what you can expect from the programme will be shared within your first few weeks.

ICT and Communication

Your line manager, team and IT colleagues will support you to get started with your new equipment. If you have any problems getting set up, please contact IT service desk at careinspectorate@service-now.com or on 01382 207222 and they will be ready to help you.

We use Microsoft Teams to communicate with colleagues. Before you begin your virtual induction sessions, you will be invited to attend a 'preparing for your induction' event. The session is delivered on teams and aims to provide an overview of how to use our systems, attend teams' events, complete the online induction, and stay connected to your team.

IT webinars are available for booking through our learning management system. sessions include Microsoft Teams, OneDrive, SharePoint and using your Surface Pro. More information on how you can access these sessions is included in the online induction programme.

LMS (Learning Management System)

Our LMS is in place to enable you to access Learning and Development opportunities and resources, including the induction programmes, meet your CPD requirements and maintain a personal record of your learning. The system is designed to be user friendly and supports you to take control of your learning journey from the minute you join us.

A member of the OWD team will be in touch with your log in details and information on how to access the LMS.

Health and Wellbeing

The organisation is committed to building a culture which supports health and wellbeing and that this is strongly reflective of our values of being respectful, compassionate, and collaborative in all aspects of our work. Support for individuals include:

- **Employee assistance programme** - Employees and managers can access advice, information, and support on personal or work-related issues. Supported by a team of professional advisors, there is a Wellbeing Platform and an Employee Assistance Programme.
- **Wellbeing webinars** - Topics include reducing anxiety and working from home, psychological impact and managing remote workers. The webinars are delivered by our occupational health provider, Optima and can be booked through our Learning Management System (LMS).
- **Unmind Self Help app** – This is available to Care Inspectorate staff and our inspection volunteers. It contains short audios, a selection of learning and development programmes and a measurement tool to get a picture of your overall wellbeing which you can monitor. You will receive log in details to access the app from the OWD team when you join.
- **Yammer Wellbeing groups** – Several health and wellbeing groups are set up on our internal communication platform, where colleagues share ideas and thoughts on how to support yourself and your team.
- **Physical health support** – Advice and links to exercise, breathing, meditation and yoga experiences to remain active and keep yourself engaged in activities are available on the “keeping active and well” section of the Health and Wellbeing page.

You can find links to external support services more information on our dedicated intranet pages including support tools, information for managers and wellbeing resources. You will be able to access when you get started with us.

How to access support

You can call or email your new line manager or contact our OWD team at any time on OWD@careinspectorate.gov.scot

We look forward to meeting with you shortly!