

### Induction programme for Construction Operatives Development of core skills, employability skills and aptitude

Ideally, the learner should have the opportunity to practice and develop these skills and aptitudes during the induction period.

The learner is expected to keep a daily diary which should be signed by their mentor.

Both the learner and mentor should complete the relevant work placement reviews

- use of drawings, specifications
- adhering to H & S and site regulations
- working safely
- correct use of tools and equipment
- checking quality of work
- maintaining output to meet works programme
- communication with team members and site supervisor
- take and record measurements
- basic setting out using information from drawings
- resourcing: plant, equipment, materials and people for the task
- reporting of accidents, near-misses or unsafe practices/situations
- punctuality and reliability
- appropriate behaviour
- enthusiasm for the job and willingness to learn
- intergrating with the team
- calculations
- problem solving
- reading and writing
- speaking and discussion
- understanding roles and responsibilities
- maintaining a tidy and safe workplace
- following directions; verifying understanding by asking questions
- using PPE and other protective equipment

# Review of your induction experience



Your Name:

Period of induction:  
From: \_\_\_\_\_ To: \_\_\_\_\_

Name of employer:

Project Title  
and Location:

## Question:

## Response:

- How was your induction programme?
  
  
  
  
  
  
  
  
  
  
- What work did you do?
  
  
  
  
  
  
  
  
  
  
- What have you learned?
  
  
  
  
  
  
  
  
  
  
- What did you enjoy and why?
  
  
  
  
  
  
  
  
  
  
- What did you dislike and why?
  
  
  
  
  
  
  
  
  
  
- Would you wish to take up a career in the construction industry?
  
  
  
  
  
  
  
  
  
  
- Which skills would you wish to develop?

**Question:**

**Response:**

- How do you intend to do this?
  
- What advice have you been given?
  
- What value has this induction programme been to you?
  
- Who was your mentor?
  
- What do you think he or she would say about you?
  
- Would you do anything differently if you repeated the induction programme?
  
- Finally, have you any suggestions to improve the induction programme?



Please complete these questions and add appropriate comments as:

**Question:**

**Response:**

- Do you feel the learner enjoyed their induction programme?
- What are the key things the learner gained from their induction programme?
- What could be done differently and why?
- What further development does the learner require?

Mentor/supervisor's signature and date: .....

