

Your salon name here

Induction Checklist for Apprentices

It is good practice to let new apprentices have a copy of this list so they can follow what is happening and use as a reminder. It is the responsibility of management to ensure all items are properly covered during the induction period.

Apprentice name	
Employment start date	

	Carried out by	Date	Comments
INTRODUCTION TO THE SALON			
Who's who			
History			
Services and products			
Future plans and developments			
TERMS AND CONDITIONS OF EMPLOYMENT			
Apprenticeship Agreement			
Hours and breaks			
Holidays			
Method of payment			
Clocking on/flexitime/reporting procedures			
Probationary period			
Period of notice required			
Sickness provisions			
Pension provisions			

	Carried out by	Date	Comments
Maternity/paternity/parental leave provisions			
EQUAL OPPORTUNITIES AND TRAINING			
Equal opportunities policy			
Policy/procedures to prevent bullying and harassment (including use of social media)			
Training and assessment arrangements (20% off the job)			
Performance appraisals/reviews			
APPRENTICE/EMPLOYER RELATIONS			
Grievance and disciplinary procedure			
Appeals procedure			
SALON RULES			
Smoking policy			
General behaviour			
Dress code, jewellery, nails, hair etc.			
Mobile phone			
Break facilities			
Toilets and storage of personal belongings			
HEALTH AND SAFETY			
Risk assessment for those under 18 covering awareness of hazards particular to the type of work to be undertaken and the preventative and protective measures to be followed			
Emergency procedures			
Health surveillance (if relevant)			

	Carried out by	Date	Comments
Care of hands			
Correct posture			
Health and safety rules			
Emergency procedures			
Location of exits			
High risk substances or processes			
Electrical safety			
Dealing with a cut/blood spillage			
Protective equipment/clothing			
Reporting of accidents			
First aid			
Personal hygiene			
Visual checks of electrical equipment			
WELFARE AND WORKER BENEFITS/FACILITIES			
Safeguarding			
Prevent			
Run, Hide, Tell (terror attack)			
Incentives/commission scheme			
Staff outings			
THE JOB			
Introduction to mentor			
Requirements of the job			
Standards expected			
Work rotas			