## Project

Demonstrated ability to make decisions about practice and to act accordingly:

You have to welcome new people at the college or your place of work. New staff may be new students at the college or new employees.

Your supervisor or facilitator has to complete the checklist below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action: did the learner** | | **Yes** | **No** | **Remarks** | |
| Welcome new staff or students to the organisation | |  |  |  | |
| Familiarise the new person with site facilities | |  |  |  | |
| Explain basic work procedures to the new person | |  |  |  | |
| Explain the procedures to follow to the new person according to the procedures of the organisation, including responsibilities, | |  |  |  | |
| work procedures and | |  |  |  | |
| location of facilities | |  |  |  | |
| Encourage the new person to ask questions | |  |  |  | |
| Assist the new person in the initial performance of allocated work activities | |  |  |  | |
|  |  | |  | |  |
| Signature of supervisor/mentor | Date | | Signature of learner | | Date |