**WORKER REPRESENTATION INDUCTION & TRAINING RECORD FORM**

**For Worker Representation, Supervisors & Management GRASP Liaison**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **INDUCTION TRAINING** | | | | |
| **TOPIC** | **DATE OF INDUCTION COMPLETED** | **DURATION** | **TRAINEE SIGNED** | **TRAINER SIGNED** |
| Role of a Worker Representation/ Management GRASP Liaison *(as covered in their Job Description)* |  |  |  |  |
| The Complaints Process and your role *(including current templates to be used)* |  |  |  |  |
| The Disciplinary Procedure and your role *(including current templates to be used/ records to be completed)* |  |  |  |  |
| Labour Regulation relevant links provided |  |  |  |  |
| Complete “employer” online learning modules at: <https://employment.elearning.ac.nz>  *Confirmation all 8 modules completed* |  |  |  |  |
| Knowledge of safeguards in place to protect workers *(including worker hours; breaks, overtime, safety procedures etc.)* |  |  |  |  |
| Forced labour indicators  *(Working age, child labour and young workers)* |  |  |  |  |
| Your role and GAP/GRASP inspections – key notes:   * Must be present at all inspections |  |  |  |  |
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*NB: For external training, manager/owner should sign to verify that the appropriate certificate is held*