

Unit 303: Contribute to business success

Activity 21: Induction planning

All new staff joining the kitchen department in a business should attend induction training. The primary induction is generally carried out by the Human Resource team and the secondary induction by a member of the kitchen team.

- a) List the topics that would be covered in the primary induction by the HR team.

- b) List the topics that would covered in the secondary induction by the kitchen team.

- c) Suggest methods that could be used to deliver the topics identified in a and b.