

Your name: _____

SECTION 1 – INDUCTION CHECKLIST

The purpose of this part of the journal is for you to keep track of your induction and your visits to the island

Bring this with you on every visit to the island. Please initial and date each item as completed. You are in charge of making sure you have addressed each item and been briefed so that you understand the information presented to you and the requirements of you as a Guide. The Guide Manager will work with you to ensure you have completed all that is required of you before you fledge as a fully trained Guide.

NOTE

Items with a ✱ you are responsible for completing on your own

Items with ➞ must be completed prior to fledging.

Meeting the people		
Item	Date completed	Comments/questions
Introduction to Rangers • Vincent • Nick & family • Summer rangers		
Operations Manager		
Introduction to Educators team • Sara • Liz • Robyn (administrator)		
Retail Manager (Ashlea) & shop staff		
Biodiversity (kokako) Manager (Morag)		
Admin volunteer (Anne - works remotely)		
Meeting other guides		
Mentor guide identified (being developed)		
Guide Manager role explained including different days/people		

About the organisation		
Item	Date completed	Comments/questions
➞ Policies and procedures introduced • Privacy • Code of conduct		
➞ DOC Concession explained		
Organisation chart viewed (office),		
Board members identified		
Strategic plan, purpose, vision & values explained		

Biodiversity opportunities explained		
Working Weekends explained		
Supporters' Weekend explained		
SoTM Socials explained		
Tiri Talks explained		
How we work with DOC explained		
Education Advisory Group (Whakaruruhau) explained		

Keeping everyone & everything safe on the motu

Item	Date completed	Comments/questions
➤ Health & Safety briefing completed – office & trailer, safety card/lanyard		
➤ Use of bumbag and lanyard explained		
➤ How to deal with an emergency in your guiding group explained (see lanyard)		
➤ Read the Organisational Health & Safety plan (Guides Section website)		
➤ Wildlife protocols explained including reptile team contact numbers		
➤* Emergency contact numbers (Rangers & Guide Managers) loaded in your phone		
* Health & Safety – one page overview, read		
*Health & Safety – Safe to guide today? read		
First aid trained people – list on board inside door of office		
First aid grab bag location – on shelf in office		
Summer fire standards explained		

The lay of the land

Item	Date completed	Comments/questions
➤ Rangers' office location/house protocols explained		
Visitor Centre layout explained		
Visit to bunkhouse & workshop		
Wharf shed & shelter explained		
Museum visit		
Watchtower visit		
Bunkhouse bookings and charges explained		

Guide training & resources

Item	Date completed	Comments/questions
🔗 Expectations on Guide Registration form explained		
🔗 Password for Guides section of website provided – overview of content provided		
🔗 Guide refreshing policy explained		
🔗 GuideLines explained		
🔗* Guiding Manual read		
🔗* Track notes read for 3 tracks		
Guide assessment explained		
Guides Day Out explained		
Resource library explained		
Assessment standards explained		
Education guiding checklist explained		

Guiding processes

Item	Date completed	Comments/questions
🔗* Becoming a volunteer guide read		
🔗 Guide booking sheet explained		
🔗 Daily guide log explained		
Permanent bookings explained		
iMIS record explained		

Ferry and miscellaneous

Item	Date completed	Comments/questions
🔗Boarding and onboard ferry protocols explained		
Ferry booking explained including cancellation of bookings		
Ferry cancellation process explained		
Ferry timetable explained, including summer timetable		
Shirts, hats etc available in the shop		

SECTION 2: Record your motu (island) visits here.

Initial visit to island Date:	Buddy guide 1 – date: With: Track: School grp? •	Buddy guide 2 – date: With: Track: School grp? •	Buddy guide 3 – date: With: Track: School grp? •
Buddy guide 4 – date: With: Track: School grp? •	Buddy guide 5 – date: With: Track: School grp? •	Buddy guide 6 – date: With: Track: School grp? •	Buddy guide 7 – date: With: Track: School grp? •
Practice guide – date: Supported by: Track: School grp? •	Assessment 1 – date: With: Track: School grp? •	Follow up assessment – date: With: Track: School grp? •	Name badge received: In GuidelInes:

Notes to self:

[illegible]