

Freelance Life

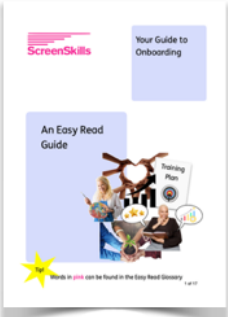
An Easy Read Guide



Tip!

Words in **pink** can be found in the Easy Read Glossary

The Onboarding Process

	Onboarding means introducing a new employee to an organisation or production, or 'bringing them onboard'.
	It needs to be done in a way that helps them understand their job and the tasks they need to do.
	A trainee is someone who is employed at a low level in a job so they can learn the skills they need.
	This guide will show you how best to support trainees so they can make the most of their experience.
	Even if you have managed trainees before this guide is worth reading.

	It is full of tips to make onboarding a trainee go smoothly.
	Make sure you onboard a trainee as early as possible so they can get ready for their job.
	They need to know:
	Their working hours
	How much and when they get paid



Where they will be working most of the time



Where to go on their first day



and how they can tell you about their **access needs**.

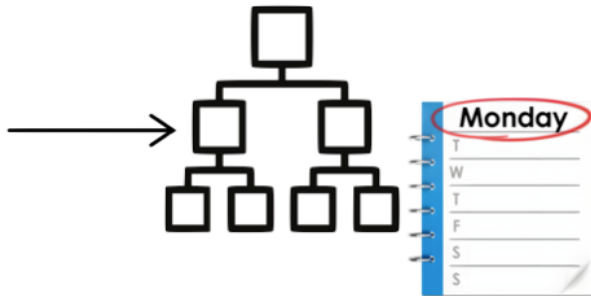


Make sure they have your contact information to ask any questions before they start.

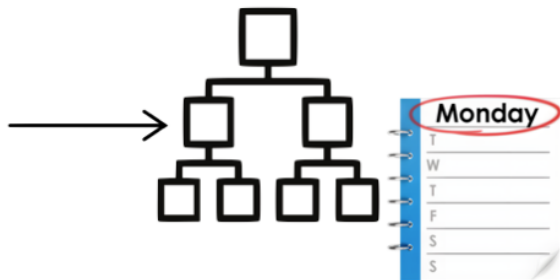
How to Make it Easy

 A woman with long dark hair, wearing a red and black plaid shirt over a white top, holds a calendar. The calendar shows the days of the week from Monday to Sunday. A man with blonde hair, wearing a white shirt and blue overalls, holds a paint palette and a paintbrush.	It is helpful if the trainee has someone to support them in their first weeks of work.
 A woman with blonde hair, wearing a white shirt and blue overalls, holds a paint palette and a paintbrush. To her right is a large black clock icon.	It helps if this person is someone who has done the trainee's job before
 A woman with short brown hair, wearing a pink sweater, has her hands clasped in front of her chest.	Because they will understand how the trainee feels
 A man with dark hair, wearing a dark blue sweater, points his right index finger towards a list of numbers. The list shows the numbers 1, 2, and 3, each followed by several horizontal lines representing text.	and what is useful for them to know.
 A woman with blonde hair, wearing a white shirt and blue overalls, holds a paint palette and a paintbrush. To her left is a document titled "Job Description" with sections for "Duties" and "Tasks", each followed by several horizontal lines representing text.	They will have a good understanding of the job and tasks the trainee needs to do.

On Their First Day



On their first day the trainee should meet their supervisor or line manager.



If possible they should also meet their **Head of Department (HoD)**



and the person supporting them.



Make sure you tell the department the trainee is joining as early as possible.

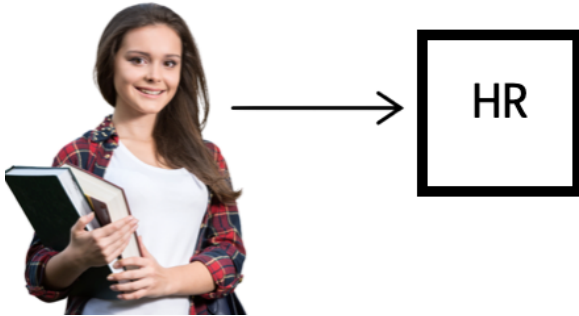
Make sure the department know the tasks the trainee will do.



It is also helpful to let the **cast** and **crew** know there are trainees working on the production.



This is so that everyone knows to be kind and patient with the trainees learning their new job.



Your production might have an **HR Department** or **Trainee Supervisor**.

Make sure to introduce the trainee to them.



In the trainee's first meeting with their supervisor and HOD:



Ask them about themselves and what part of the job they are looking forward to



Tell them what a typical day will look like and how many hours they will work

 The image shows a document titled "Job Description" with sections for "Duties" and "Tasks". Next to it is a list with three numbered items, each followed by several horizontal lines representing text.	Explain what tasks they need to do
 The image shows two women. The woman on the left is pointing at a whiteboard with a marker. The woman on the right is holding a book and looking towards the camera.	and tell them who will be training them.
 The image shows a list with three numbered items and a target with an arrow hitting the bullseye.	It is a good idea to make a training plan with goals.
 The image shows a list with three numbered items, a target with an arrow hitting the bullseye, and a green checkmark. A woman is also present, holding a book.	This will help you make sure they are getting the training they need.
 The image shows a list with three numbered items, a target with an arrow hitting the bullseye, and a paint palette with various colors.	Share these goals with their department so everyone can help the trainee reach them.

	Let the trainee know they can ask the person supporting them any questions they have.
	Explain that they are not expected to know things and that the team are there to help them learn.
	Book check-ins with the trainee. Check-ins are meetings where you talk about how things are going.
	Have a check-in every week. In these meetings you can:
	Talk about their goals and ask if they need more help to reach them

	Find out what they are enjoying and what they need extra help with
	and ask them if they are having any issues at work.
	These meetings are confidential. This means you should not share the things you talk about in the meeting with other people.
	Make sure the trainee knows that being honest about how they feel will help everyone support them.
	When the trainee is nearly at the end of their training, talk to their department about what they did well and how they could improve.

At the End of Training



When the trainee finishes on the production, book a final check-in.

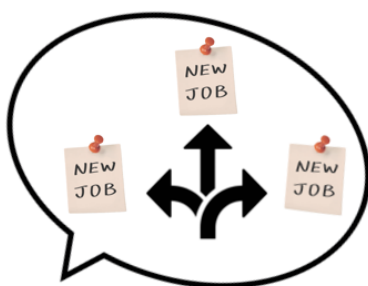
In this meeting you can talk about:



What they have learned and if they met their goals



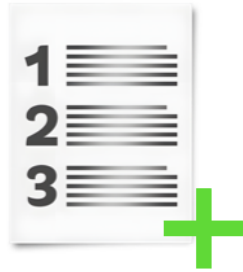
If they have any feedback for you about their experience



and possible next jobs or other trainee opportunities.



Give them a copy of their updated training plan and talk about the goals you set at the start of the job.



Cross off the things they have learned and add new ones to help them think about their next job.

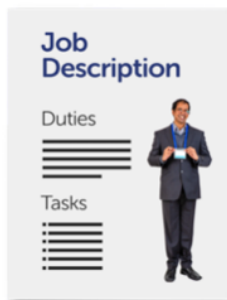


Having this final meeting will help them make the most of their time on the production.

It will also help you learn how best to support the next trainee.



Use this checklist to make sure you remember everything mentioned in this guide:



Tell the trainee about their job and the tasks they will do.



Tell the department they have a trainee joining them and the job they will do.





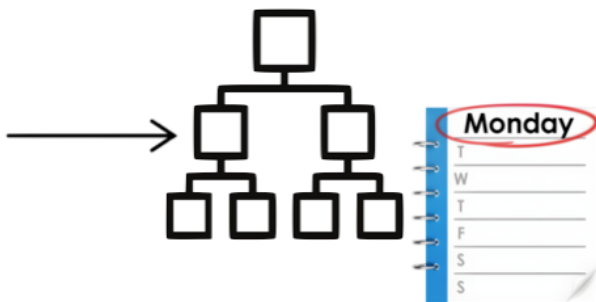
Check the trainee has got their starter paperwork.



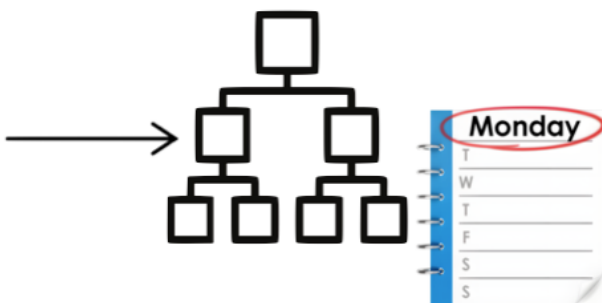
Ask if they have access needs.



Confirm where they will be on their first day and when they need to get there.

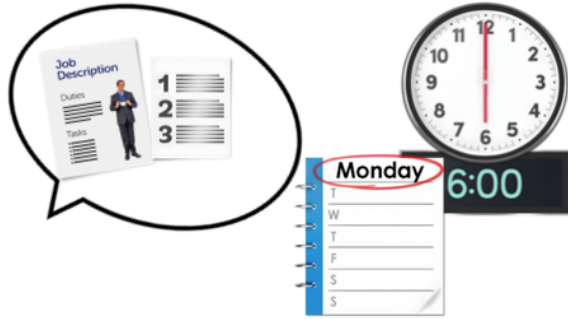


Book their first day meeting with their supervisor.



Book their first day meeting with their HoD.

	Find a person in their department who has been a trainee before to help support them.
	Let the cast and crew know that trainees are working on the production.
	Have the introduction meetings.
	Explain again their job and the tasks they should do.
	Introduce them to other people in their department and anyone else it would be useful to meet.



Check in with them at the end of their first day to make sure they understand the job and their tasks.



Tell them they can ask questions when they need to.



Book a check-in meeting once a week.



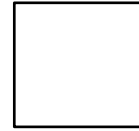
Check their progress against their training plan and goals.



Ask them if they need support with anything.



Let them know your check-in conversation is confidential and that they can be honest with you.



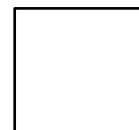
Book a final check-in with them.



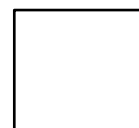
Ask the trainee's department what they did well and can improve on.

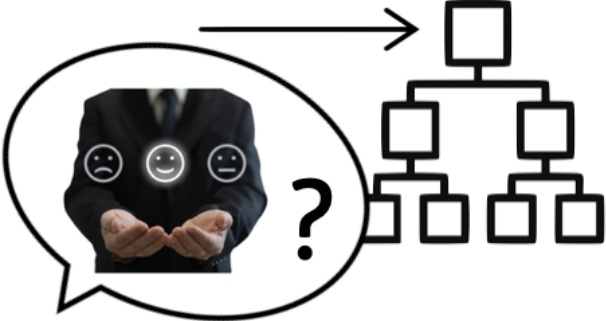


Ask if the trainee has any feedback about their experience.



Talk about possible next jobs and other trainee opportunities.



	Give them feedback from the HoD.
	Give them a copy of their updated training plan and goals.
	Fill out any paperwork from trainee funders. This might include a survey.