

HR Onboarding Flowchart

Preliminary steps:

- apply to be a trainee inspector
- provide CV
- accepted as a trainee inspector

National SIAMS Team will initiate the below steps

Trainee inspector to complete trainee induction form

National SIAMS team will concurrently take the trainee inspector through the below processes whilst the trainee inspector is undertaking their training:

- DBS check
- IR35 assessment
- Finance information

National SIAMS Team will provide trainee inspector with digital badge

Following trainee inspector's successful sign off as an inspector the National SIAMS Team will issue the inspector with Master Services Agreement/Consultancy Agreement for signature

Once the Agreement has been signed the National SIAMS Team will provide the inspector with:

- Portal login information
- Physical badge

Onboarding completed