

**Clinks guide to service user involvement and co-production:  
SAMPLE INDUCTION BRIEFING CHECKLIST**

**Induction Briefing Checklist**

Yes	No	N/A	Checklist
			[ <i>Organisation</i> ] has given me information about involvement
			[ <i>Organisation</i> ] has allowed time for me to think about my options
			[ <i>Organisation</i> ] has given me contact details [ <i>responsible member of staff</i> ] if I have any queries or concerns about my involvement
			I am clear about the role(s) and what it involves
			A written copy of [ <i>organisation's</i> ] payment and reimbursement policy has been provided
			I know how and when I will receive my expenses
			I know I can get my train tickets booked and who to ask
			I have considered whether I want to be paid or to be a volunteer
			I have been told how much I can be paid for each involvement opportunity.
			I have been provided with the information and contact number of where I can get advice about payment and benefits
			I am aware it is my responsibility to tell Jobcentre Plus about my earnings either now or before the earnings stop
			I am aware it is my responsibility not to infringe benefit rules
			I have been asked to complete a P46 form
			I have completed a P46 form
			I am not self-employed and [ <i>organisation</i> ] may deduct tax and NI contributions depending on my tax code and level of earnings
			I am self-employed and am responsible for my own tax and NI contributions
			I have received information re safeguarding policy and practice
			I have received information re complaints and concerns
			I have received Health and safety training