

AWERB member induction template

This editable template is designed to guide the development of new AWERB members. It suggests examples of key activities that will introduce the essential knowledge, skills, and resources they will need to participate effectively. Members should be encouraged to actively engage with the materials and activities, providing feedback and asking questions. It is especially important to provide opportunities for members to discuss how useful they found the process afterwards, in case you need to tailor it further. Please adapt this template according to each participant and your establishment's processes.

Name:

AWERB role:

✓	Meet with the AWERB Chair, or an experienced member, to work through and discuss the self-assessment tables in the RSPCA/LASA Guidance on AWERB induction (allow around 1-1½ hours)
Comments:	
	Ask for and read the local AWERB Terms of Reference, plus minutes of past meetings and any other appropriate documents
Comments:	
	If possible, attend your establishment's Local Module ¹ to understand foundational knowledge and skills required for their role in the AWERB
Comments:	
	Ask the AWERB Chair whether you can be assigned an AWERB 'buddy'; a more experienced member to help prepare for meetings and 'debrief' afterwards
Comments:	
	Use the AWERB Dictionary to understand the acronyms, terms for Project Licence reviews, and find descriptions of key roles, such as the Named Persons
Comments:	

¹ This is a Module within the training framework required for personal licence holders and named persons under the ASPA, which is also helpful for AWERB members to attend. It includes the roles, functions, membership and operation of the AWERB and why it is important for all staff to engage with the process.

	<p>Read the Being an effective Lay Member of the AWERB infographic – most of this applies to all members, not just lay members</p>
<p>Comments:</p>	
	<p>Ask whether you can take a tour of the animal unit - you could ask the NACWO or AWERB Chair, for example. Read the visiting the animal unit AWERB sheet for guidance before your tour.</p>
<p>Comments:</p>	
	<p>Make sure you are provided with opportunities for follow-up discussions, and providing feedback on the above process, with relevant people such as the AWERB Chair. The establishment should review how effectively induction and training meet the needs of all AWERB members, addressing any issues that may arise</p>
<p>Comments:</p>	
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