Purpose	This service is used to register for the **RPF In-Person Induction**, a mandatory orientation required for all users before working in any RPF-managed laboratories or cleanroom spaces within the Sydney Nanoscience Hub (SNH). The induction provides essential information on facility rules, safety requirements, laboratory conduct, and cleanroom protocols. Submitting an Induction Request allows the RPF team to record your attendance, confirm prerequisite WHS training, and schedule you into the next available monthly induction session. Completion of this induction is required before Facility Access and tool training can be activated.

When Users Should Use This Service

Use this service when you need to complete the **RPF In-Person Induction**, which is mandatory for all new or returning users before working in RPF-managed laboratories or cleanroom environments.
You should submit an Induction Request when:

- You are a **new user** joining the Research & Prototype Foundry.
- You are a **returning user** who has been inactive for an extended period and requires re-induction.
- You have completed (or are close to completing) all required WHS training listed in the Pre-Onboarding Checklist.
- You are preparing to begin tool training, facility access, or project work within the RPF.

This request must be submitted **before** your scheduled induction date so the RPF team can verify prerequisites and confirm your attendance.

Workflow

Step 1 — User Submits the Induction Request
From the SydneyFMS Dashboard:
Order a Service or Consumables → Induction Request
The user selects their preferred induction month (first Tuesday of each month) and submits the request. No WHS or other training is required prior to submitting this request.

Step 2 — System Routes to RPF Induction Queue
The request is automatically routed to the RPF administrative queue responsible for managing induction enrolments and communication.

Step 3 — RPF Reviews and Confirms Attendance
The RPF team:
• Reviews the request details
• Adds the user to the next available induction session
• Sends a separate invitation email confirming the date, time, and location

Step 4 — User Attends the In-Person Induction
The user attends the scheduled induction session at the Sydney Nanoscience Hub (SNH).

Step 5 — Facility Manager Actions and Notifications
Following attendance, the Facility Manager:
• Records induction completion for compliance and access management
• Activates or updates the user profile in SydneyFMS and tags it as Induction_Complete

Step 6 — Post-Induction Actions
After completing the induction, the user must:
• Progress their Onboarding Request (can be done in parallel)
• Complete any required WHS and laboratory training (if not yet completed)

• Begin tool training requests relevant to their project
• Submit a Facility Access Request to obtain swipe access and booking rights

Completion of the RPF Induction is mandatory before facility access can be activated.