

Staff Recruitment Policy & Procedure

1. Policy

- 1.1 Gippsland Institute of Technology implements an effective staff recruitment policy.
- 1.2 Gippsland Institute of Technology employs written procedures for the recruitment of each staff member who delivers training and assessment.
- 1.3 Gippsland Institute of Technology ensures all staff are suitably qualified and experienced to perform their respective duties.
- 1.4 Gippsland Institute of Technology undertakes induction, professional development and performance review activities with all staff members.
- 1.5 The CEO is responsible for implementing this policy and reviewing its effectiveness in compliance with regulatory guidelines.
- 1.6 This policy is implemented in compliance with the requirements of the Standards of Registered Training Organisations (RTOs) 2015 Standard 1.

Procedure

2. Planning

- 2.1 At the pre-recruitment stage the following activities are completed:
 - Need for the position identified
 - Position description and selection criteria identified
 - Salary and conditions identified
 - Interview questions and activities identified
 - The advertisement includes;
 - RTO logo and RTO number
 - Position title and short description
 - Contact details
 - Closing date for applications
 - Explanation of how to apply – CV and covering letter
- 2.2 The following applicant details are recorded: (name, address, and phone number) of all persons requesting information. Position descriptions and selection criteria may be posted, faxed or emailed.
- 2.3 Electronic copies are forwarded to applicants in protected PDF format.

3. Applications

- 3.1 All applications are treated as confidential.
- 3.2 All candidates are to forward a current CV and covering letter addressing the selection criteria.
- 3.3 Candidates for interview are selected using the following criteria:
 - Appropriateness of teaching qualifications – Minimum of Cert IV TAE40116 Training & Assessment
 - Relevant vocational qualifications (must be at least to the level being taught)
 - Relevance of work experience to the units to be delivered and assessed
 - Relevance of professional development activities undertaken to maintain currency of training and assessment and relevant vocational practice, knowledge and skills

- Ability to address the selection criteria
 - Presentation/ communication skills demonstrated in CV and cover letter
 - Availability at scheduled times
- 3.4 All applications are evaluated in a fair non-discriminatory manner.
- 3.5 Consider all applications and schedule short-listed applicants for interview.

4. Interviews

- 4.1 Written notes are taken during each interview.
- 4.2 Prepare interview questions.
- 4.3 Ask all candidates the same questions.
- 4.4 All interviewees are treated in a fair non-discriminatory manner.

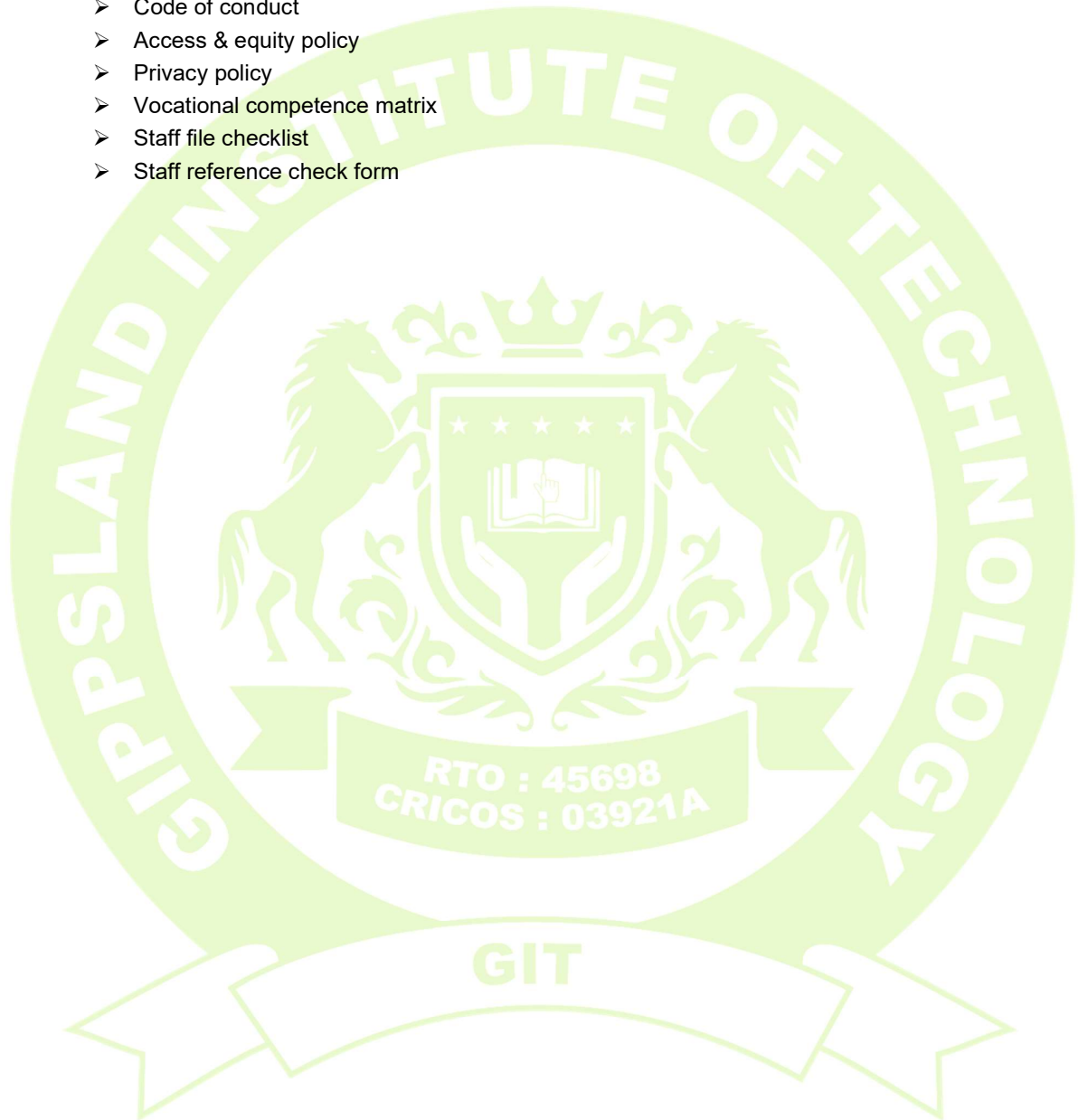
5. Appointment

- 5.1 Suitable candidate/s are selected based on:
- Appropriateness of teaching qualifications – Minimum of Cert IV TAE40116 Training & Assessment
 - Relevance of vocational qualifications to the units to be delivered and assessed (must be at least to the level being taught)
 - Relevance of work experience to the units to be delivered and assessed
 - Professional development activities undertaken to maintain currency of training and assessment and relevant vocational practice, knowledge and skills
 - Ability to address the selection criteria
 - Presentation/ communication skills demonstrated
 - Interpersonal skills demonstrated
 - Availability at scheduled times
- 5.2 On identification of suitable candidate/s and prior to making an offer of employment the identified candidate/s are to complete a vocational competence matrix.
- 5.3 The vocational competence matrix is reviewed to confirm if the candidate has suitable vocational and teaching qualifications and experience in relation to units of competency to be delivered.
- 5.4 The candidate's original qualification certificate and statement of attainment/ academic transcript is sighted, photocopied, signed dated and certified as a true copy of the original. The RTO that issued the certificates/ records of results and/ or Statement/s of attainment will be contacted to verify the authenticity of the documentation presented.
- 5.5 Two references are checked to verify the authenticity of the candidate's previous work experience and performance.
- 5.6 The CEO will review the completed vocational competence matrix, CV, cover letter, interview notes, qualification checks, reference checks, qualifications and personal attributes in coming to a decision. Depending on the units of competency to be delivered and/ or delivery location and/ or clientele applicants may have to provide evidence of police check and/ or working with children check documentation indicating satisfactory outcomes.
- 5.7 Selection is made on completion of the above process. A written offer of employment and contract is forwarded to the successful candidate.
- 5.8 On receipt of written acceptance of the offer and the signed and dated contract a start date is agreed. On agreement of the start date the staff induction is to be planned.
- 5.9 Unsuccessful candidates are notified.
- 5.10 All records relating to this process are stored in the staff members file. On receipt of each record the relevant section of the staff file checklist is completed signed and dated.

- 5.11 The CEO, Administration Manager and Training Manager will ensure they comply with the Fit and Proper Person requirements at all times.
- 5.12 If the CEO, Administration Manager and Training Manager personnel changes at any time Gippsland Institute of Technology will ensure that the new incumbents satisfy the Fit and Proper Person requirements prior to appointment.

Documents to be employed when implementing this policy and procedure:

- Marketing policy and procedure
- Code of conduct
- Access & equity policy
- Privacy policy
- Vocational competence matrix
- Staff file checklist
- Staff reference check form



Staff Induction Policy & Procedure

1. Policy

- 1.1 Gippsland Institute of Technology implements an effective staff induction policy.
- 1.2 Each member of Gippsland Institute of Technology staff who is involved in training, assessment or client services is competent for the functions they perform.
- 1.3 Gippsland Institute of Technology has developed and implemented written procedures for the induction of each staff member who is involved in training, assessment or client services.
- 1.4 Gippsland Institute of Technology has developed and implemented written procedures for the induction of each staff member who is involved in the delivery of support services.
- 1.5 The CEO is responsible for implementing this policy and reviewing its effectiveness in compliance with regulatory guidelines.
- 1.6 This policy is implemented in compliance with the requirements of the Standards of Registered Training Organisations (RTOs) 2015 Standard 1.

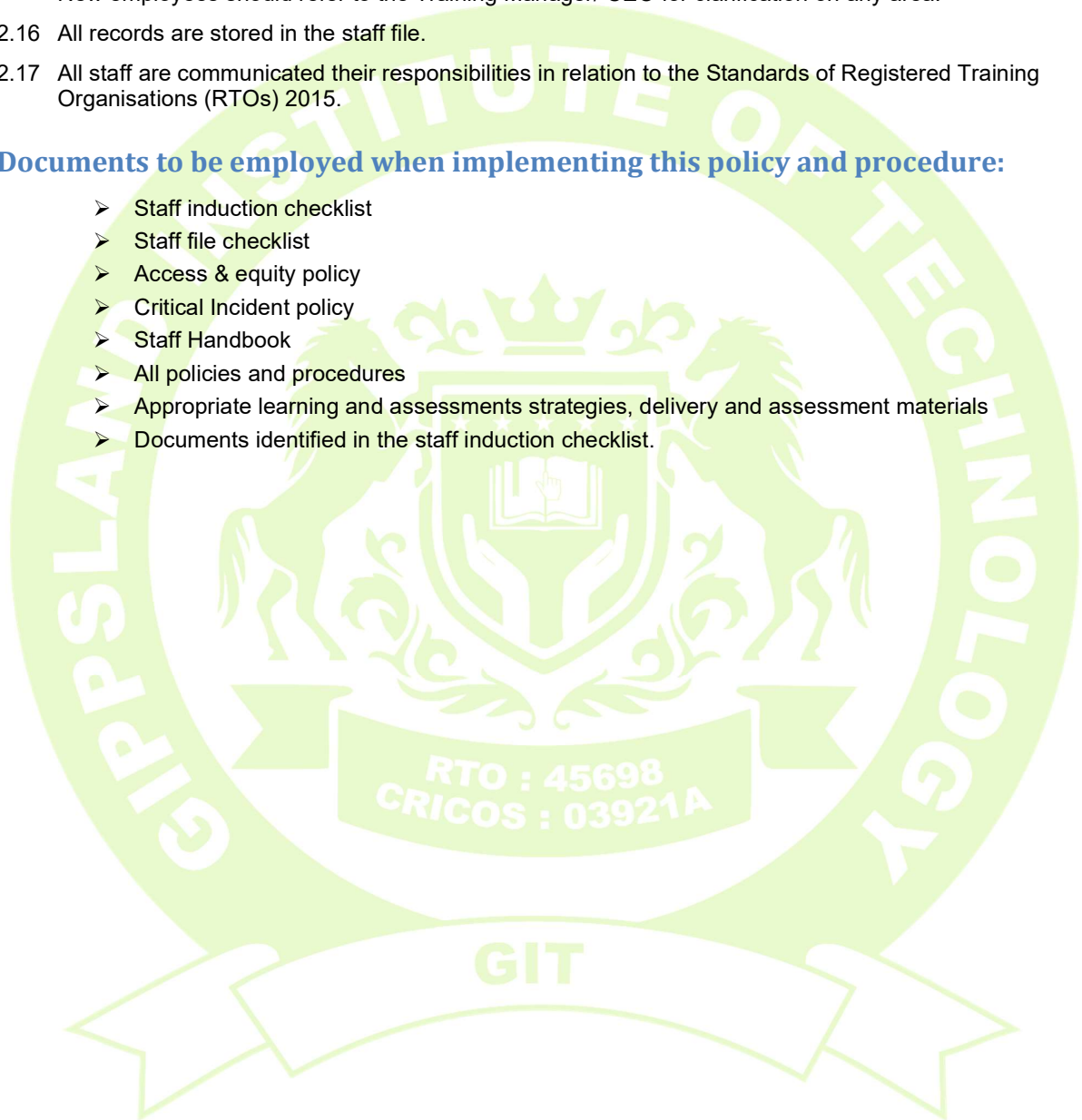
2. Procedure

- 2.1 All new staff appointed undertakes an induction program.
- 2.2 On appointment staff induction is planned.
- 2.3 On new staff members first day of employment they commence their induction program.
- 2.4 Staff induction is completed during the first week of employment.
- 2.5 An Induction Checklist is completed.
- 2.6 The CEO prepares the induction material and resources/ facilities for new employees prior to commencement of employment.
- 2.7 An induction checklist, staff handbook, policies and procedures, relevant documentation and relevant legislation/ regulatory frameworks are all employed during induction.
- 2.8 The Training Manager provides induction training to each new Training & Assessment staff member. The CEO provides induction training to each new support staff member.
- 2.9 The Legislative Frameworks and requirements are explained to each new staff member and their impact on Gippsland Institute of Technology and staff members' role. Frameworks included (where appropriate):
 - VET Quality Framework
 - Australian Qualifications Framework
 - The National Vocational Education and Training Regulator Act 2011 including
 - Standards of Registered Training Organisations (RTOs) 2015
 - Data Provision Requirements 2012
 - Financial Viability Risk Assessment Requirements 2011
 - Fit and proper person requirements 2011
 - The Australian Industry Skills Committee
 - ESOS Act 2000/ 1
 - National code of practice 2018
 - Relevant legislation
- 2.10 The policy and procedure manual is provided to the new staff member along with access to all appropriate documentation.
- 2.11 Policies and procedures are explained and implementation considerations discussed, including reference to how the policies and procedures ensure compliance with elements of the legislative frameworks.

- 2.12 All staff are provided a separate copy of the Critical Incident policy and procedure in the Staff Handbook.
- 2.13 Particular emphasis is provided to compliance with the Standards of Registered Training Organisations (RTOs) 2015. The impact of non-compliance to the client and Gippsland Institute of Technology is discussed.
- 2.14 The new employee is to complete the induction checklist during this period (once understanding is established), then sign and date the form when complete.
- 2.15 The Training Manager/ CEO question the employee during this process to ascertain understanding. New employees should refer to the Training Manager/ CEO for clarification on any area.
- 2.16 All records are stored in the staff file.
- 2.17 All staff are communicated their responsibilities in relation to the Standards of Registered Training Organisations (RTOs) 2015.

Documents to be employed when implementing this policy and procedure:

- Staff induction checklist
- Staff file checklist
- Access & equity policy
- Critical Incident policy
- Staff Handbook
- All policies and procedures
- Appropriate learning and assessments strategies, delivery and assessment materials
- Documents identified in the staff induction checklist.



Staff Professional Development Policy & Procedure

1. Policy

- 1.1 Each member of Gippsland Institute of Technology staff who is involved in training and assessment is competent in the functions they perform.
- 1.2 It is a legislative and contractual requirement for all trainers/ assessors to maintain their currency of practice by undertaking professional development activities in competency based training and assessment and activities that relate to the unit/s of competency that they deliver and assess.
- 1.3 Gippsland Institute of Technology employs written procedures for the on-going development of each staff member who is involved in training and assessment.
- 1.4 Gippsland Institute of Technology encourages and provides relevant opportunities for staff professional development.
- 1.5 Gippsland Institute of Technology monitors staff performance.
- 1.6 The Training Manager is responsible for implementing this policy and reviewing its effectiveness in compliance with regulatory guidelines.
- 1.7 This policy is implemented in compliance with the requirements of the Standards of Registered Training Organisations (RTOs) 2015 Standard 1.

2. Procedures

- 2.1 Professional development activities are planned for each staff member at the beginning of their employment and as required.
- 2.2 New staff members negotiate professional development activities during induction.
- 2.3 Existing staff members negotiate professional development activities during their annual performance review.
- 2.4 Staff members can also approach the Training Manager at any time to negotiate staff development activities.
- 2.5 Development activities must directly relate to the course/ unit each staff member is currently or planning to deliver, competency based training and assessment and to the general practices involved in performing their duties.
- 2.6 Each staff member must undertake sufficient staff development activities to ensure the currency of practice in relation to their duties.
- 2.7 Staff development activities are planned and recorded in the staff development log.
- 2.8 Evidence of participation in activities is stored and placed together with the log in the staff members file.
- 2.9 Experience gained from development activities should be shared with other staff members (where appropriate).
- 2.10 In planning development activities staff should consider areas of their practice that require development to continually improve practice.

3. Monitoring staff performance

- 3.1 The Training Manager will formally review training staff performance once per year at a performance review meeting.
- 3.2 The performance review record will be completed at this time.
- 3.3 Staff member's performance against requirements of the position will be discussed at this time with feedback provided. The Training Manager will give staff members an opportunity to evaluate their own performance and record the outcome.
- 3.4 Professional development activities are negotiated at this time and logged in the professional development record.

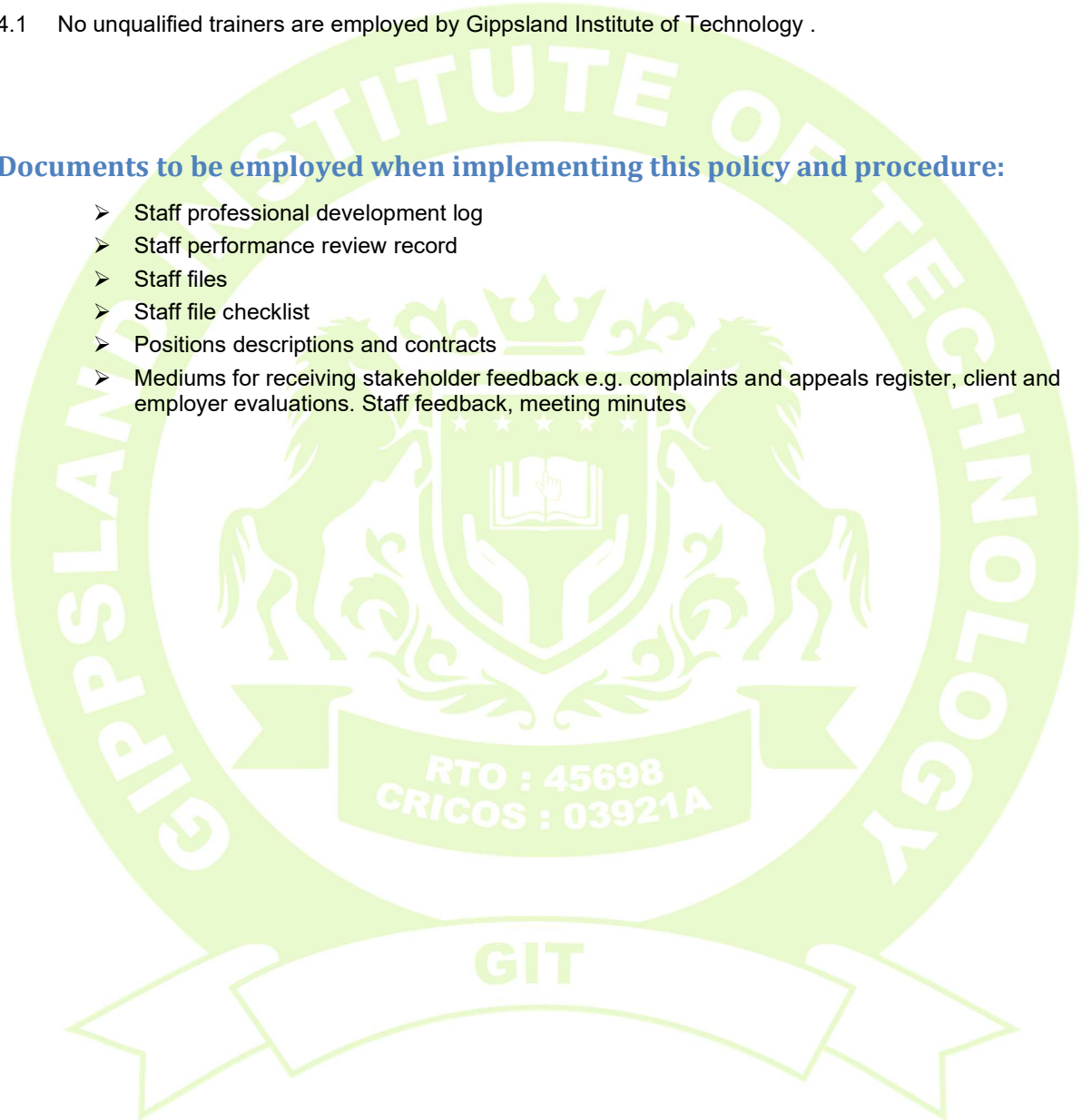
- 3.5 The Training Manager monitors staff performance on an on-going basis through observing activities, analysing stakeholder feedback and moderation activities.
- 3.6 The Training Manager discusses performance with staff members where appropriate.
- 3.7 The Training Manager analyses performance and implements action where appropriate.
- 3.8 The CEO monitors and reviews the Training Manager's performance against the requirements of the position description and through reviewing stakeholder feedback.

4. Unqualified trainers

- 4.1 No unqualified trainers are employed by Gippsland Institute of Technology .

Documents to be employed when implementing this policy and procedure:

- Staff professional development log
- Staff performance review record
- Staff files
- Staff file checklist
- Positions descriptions and contracts
- Mediums for receiving stakeholder feedback e.g. complaints and appeals register, client and employer evaluations. Staff feedback, meeting minutes



Workforce Development Policy & Procedure

1. Policy

- 1.1 Gippsland Institute of Technology implements an effective Workforce development policy and procedure to ensure staffing requirements are consistent with its scope and scale of operations.
- 1.2 Gippsland Institute of Technology monitors staff performance and implements formal performance reviews in accordance with the Staff professional development policy and procedure.
- 1.3 Gippsland Institute of Technology implements procedures to ensure it maintains service delivery in the event of unforeseen circumstances that cause staff absence.
- 1.4 The CEO is responsible for implementing this policy and reviewing its effectiveness.
- 1.5 This policy is implemented in compliance with the requirements of the Standards of Registered Training Organisations (RTOs) 2015 Standard 1.

2. Procedure

- 2.1 Student enrolments will be monitored on an ongoing basis. It is anticipated that the scale of operations will increase from the second year onwards. Interstate markets will be targeted at this time.
- 2.2 During review of enrolments the CEO will decide if the level of staff is appropriate for the level of enrolments. Appropriately qualified and experienced training/ assessment and support/ administration staff will be appointed as required.
- 2.3 As enrolments increase, training/ assessment staff will be appointed as required.
- 2.4 Gippsland Institute of Technology identifies staffing requirements when:
 - considering adding new courses to its scope of registration or
 - considering increasing the scale of operations or
 - considering restructuring or
 - managing staff absences
 - as a result of performance reviews
- 2.5 Gippsland Institute of Technology reviews current staff qualifications and experience prior to new training new package courses being introduced to ensure staff possess appropriate qualifications and skills to deliver the new package. Where appropriate professional development activities are planned and/ or staff recruited.
- 2.6 Staff are recruited in accordance with the Staff recruitment policy and procedure as required.
- 2.7 Staff may be recruited for:
 - extensions to scope into new subject areas,
 - expansions to the scale of existing operations with existing scope of registration,
 - resourcing superseded courses
 - resourcing scheduled classes in the event of staff absences that cannot be addressed in the short term by the existing team
 - organisational restructuring
- 2.7 Gippsland Institute of Technology will access relief training/assessment staff if the current trainer/ assessor is unable to perform his current training and assessment duties.
- 2.8 Gippsland Institute of Technology will advertise for relief trainers/ assessors and maintain their records on file. It will be made clear to applicants that the purpose of this appointment is for relief training purposes only. Relief trainers/ assessors will be accessed if and when required. Relief

trainers/ assessors will be appointed in accordance with the Standards for RTO's 2015 requirements for trainers/ assessors.

- 2.9 The relief trainer/ assessor file will be reviewed every three months to ensure the ongoing availability of personnel.
- 2.10 If due to unforeseen circumstances a current trainer/ assessor cannot deliver the scheduled training sessions for one week an alternative trainer/ assessor may cover the classes or a suitable alternative date for the classes may be negotiated with the student cohort.
- 2.11 If due to unforeseen circumstances a current trainer/ assessor cannot deliver the scheduled training sessions for more than one week and a current trainer/ assessor cannot cover the classes, a relief trainer/ assessor will be appointed to deliver scheduled classes until the original trainer/ assessor resumes duties.
- 2.12 This policy and procedure will be reviewed informally on an ongoing basis and formally reviewed annually in accordance with the Continuous improvement policy and procedure.

Documents to be employed when implementing this policy and procedure:

- Current staff files
- Relief trainer/ assessor files
- Positions descriptions and contracts
- Staff recruitment policy and procedure
- Staff induction policy and procedure
- Staff professional development policy and procedure

Revision history

Creation/ Revision Date	Comment	Created/ Revised by
21/8/20	Policy and procedure created	CEO