# STAFFING POLICY AND ASSOCIATED PROCEDURES

## *PURPOSE OF THE POLICY*

This policy and associated procedures outline AICC's approach to recruitment, selection, induction and ongoing professional development in order to ensure that that there are qualified and sufficient staff in place.

This policy and associated procedures meet the requirements of Clauses 1.13–1.18 of the Standards for RTOs and with Standard 11 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

## POLICY STATEMENTS

### *PRINCIPLES*

AICC is committed to providing quality training, assessment and support services. We recognise the importance of our human resources in meeting this commitment.

AICC will ensure that the best possible staff are attracted by advertising widely all vacant positions.

AICC is committed to equal opportunity in employment and to providing a work environment that is free from harassment and discrimination.

All decisions about recruitment will be based on merit and according to the position description requirements.

## PROCEDURES

### *1. RECRUIT AND SELECT STAFF*

1.1 Identify staffing needs.

1.2 Develop a position description or access an existing position description. Ensure all information in the position description is accurate and identifies the key responsibilities, key selection criteria and desirable skills and attributes. For trainers and assessors, the requirements of Clauses 1.13–1.1.8 of the SRTOs 2015 must be clearly included.

1.3 Develop an advertisement for the position and advertise the position using the preferred recruitment channels. The advertisement will include the purpose of the role, key selection criteria, mandatory qualifications as relevant and a contact name and number.

1.4 Develop a short list of suitable candidates.

1.5 Interview shortlisted candidates using Staff Interview Form.

1.6 Select the most suitable candidate and check referees.

1.7 Send out a letter of engagement and contract to successful candidate/s and rejection letters to unsuccessful candidates.

1.8 Identify staffing needs.

### *2. INDUCT STAFF*

2.1 Create a staff file for the new staff member. For trainers and assessors, the Trainer Assessor Evidence File must also be completed and maintained.

2.2 File all relevant documentation including qualifications and experience. Trainer and assessor files must include all documentation as per the requirements of Clauses 1.13–1.18 of the SRTOs 2015 must be clearly included.

2.3 Provide an induction for staff using Induction Checklist.

2.4 File the Induction Checklist.

### *3. MONITOR PROFESSIONAL DEVELOPMENT*

3.1 Collect professional development evidence as per the organisation's requirements. For trainers and assessors, the requirements of Clauses 1.13c and 1.16 of the SRTOs 2015 must be met. For trainers and assessors, the Trainer Assessor Evidence File must be updated regularly with details of completed and planned professional development.

3.2 Organise professional development to meet AICC's needs as required.

3.3 File all professional development documentation.

### *3. MONITOR PROFESSIONAL DEVELOPMENT*

4.1 Conduct performance reviews as required.

4.2 Document results of the performance review.

4.3 Monitor actions arising out of the performance review.

### *RESPONSIBILITIES*

The CEO and RTO Manager are collectively responsible for all aspects of staff recruitment outlined in this policy and associated procedures.

### *Document Control*

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