

STAFFING POLICY AND ASSOCIATED PROCEDURES

PURPOSE OF THE POLICY

This policy and associated procedures outline St Peter Institute's approach to recruitment, selection, induction and professional development in order to ensure 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, Standard 11 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the P6 of the ELICOS Standards 2018.

POLICY STATEMENTS

PRINCIPLES

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

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

St Peter Institute 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. Note that as an ELICOS provider, it is a requirement to employ or contract a person with formal qualification in counselling and/or relevant experience and who is able to provide culturally appropriate counselling to students about academic and welfare issues. This can be part of a person's role e.g., the Academic Manager, a specific position or contracted out. Duties are included in the Position Description – Counsellor.
- 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 the academic leadership, the requirements of ELICOS Standard P6.2 must be clearly included.
 - For trainers and assessors, the requirements of Clauses 1.13–1.1.8 of the SRTOs 2015 must be clearly included.

- For ELICOS teachers, the requirements of ELICOS Standard P6.4 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 Verify the qualifications of all staff and keep on file. Verification is to occur through contacting the issuer of the qualification and having them verify as per their own procedures that the qualification is authentic. For trainers and assessors, verification can also be through the USI.
 - 1.8 Send out a letter of engagement and contract to successful candidate/s and rejection letters to unsuccessful candidates.

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.
 - The Academic Manager file must include all documentation as per the requirements of ELICOS Standard P6.2.
 - ELICOS teacher must include all documentation as per the requirements of P6.4.
- 2.3 Provide an induction for staff using the Induction Checklist. The Induction Checklist includes specific sections that must be used for trainers and assessors and ELICOS teachers.
- 2.4 File the Induction Checklist.

3. ORGANISE AND MONITOR PROFESSIONAL DEVELOPMENT

- 3.1 Organise professional development to meet St Peter Institute's needs as required. A program of professional development for VET and ELICOS teachers must be organised annually. Use the Professional Development Plan in the Trainer Assessor Evidence File to include planned VET activities. Use the Professional Development Plan and Log – ELICOS Teachers template to include planned ELICOS activities.
- 3.2 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. For ELICOS teachers, the requirements of P6.8 must be met.

- 3.3 File all professional development documentation.

4. CONDUCT PERFORMANCE REVIEWS

- 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.

5. CONDUCT STAFF MEETINGS

- 5.1 Schedule staff meetings to discuss operational matters.
- 5.2 Schedule specific academic staff meetings to discuss academic issues including:
- course content and developments in English language, as well as VET teaching
 - course improvements.
- 5.3 Monitor actions arising out of the performance review.

RESPONSIBILITIES

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