



## **Australian Leading Institute of Technology**

RTO Code: 45156

CRICOS Code: 03981M

# No.6.1.12: Staff Recruitment and Appraisal Policy and Procedure

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## Policy Context

|                                   |   |
|-----------------------------------|---|
| This policy relates to:           |   |
| Registration Manager              | Australian Skills Quality Authority (ASQA)  |
| Conditions of Registration        | VET Quality Framework (VQF)   |
| Codes and Standards               | ESOS National Code 2018 – Standard : 5.2.1; 6.5; 6.7; 6.9.1; 11.2.5; 11.2.6;<br><br>Standards for RTOs 2015 – Standard: 1.3; 1.6(b); 1.13; 1.14; 1.15; 1.16; 1.22; 1.23; 6.1(a); 2.1; |
| Legislation or other requirements | National Vocational Education and Training Regulator Act 2012   |

## Purpose

The ALIT provides transparent, consistent and accountable guidelines for the selection of staff who are involved in training, assessment or client services.

The purpose of this policy is to establish:

- Requirements for recruitment, job-advertisement, induction, professional development and monitoring of staff performance at ALIT.
- ALIT has transparent, consistent, undiscriminating and effective procedures of staff selection, recruitment and appraisals.

## Objective

The objective of this Policy and Procedure is to ensure that ALIT:

- has suitable and appropriate mechanisms in place to recruit, induct and professionally develop staff members
- the policy framework supports the recruitment, job-advertisement, induction, professional development and monitoring of staff performance

- personnel know their responsibilities and obligations in terms of having a compliant, transparent, consistent, undiscriminating and effective procedures of staff selection, recruitment and appraisals.

For the purposes of this policy, the term “ALIT” refers to the registered training organisation

### **Scope**

This policy will apply to

- All Staff
- Other ALIT stakeholders.

### **Policy Statement: Our Commitment**

ALIT is committed to maintaining compliance with all regulatory, legislative and contractual requirements.

Specifically, we will:

- Ensure that all relevant staff have access to the policy
- Ensure staff know their obligations and responsibilities in terms of recruitment, job-advertisement, induction, professional development and monitoring of staff performance
- Ensure staff know their limitations

## General Processes

|                                     |                     |   |                          |   |
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| Policy aspect                       | ALIT Implementation |   |                          |   |
| Procedures for recruitment of staff |                     | <b>Procedure Steps</b>  | <b>Responsibility</b>    | <b>Reference</b>                                      |
|                                     | (1)                 | <b>Recruitment of staff:</b><br>A position description including roles, responsibilities, qualifications and experience required is prepared by the CEO or their nominee. | CEO or their nominee     |   |
|                                     | (2)                 | The position is advertised both internally and externally.  | CEO or their nominee     | Seek Intranet   |
|                                     | (3)                 | All applications are reviewed in line with the selection criteria, a short list of applicants is compiled, and interviews scheduled.                                      | CEO or their nominee     |   |
|                                     | (4)                 | Interviews are to be scheduled and conducted soon after closing date for applications.  | Receptionist             | - Interview Appointment Schedule                      |
|                                     | (5)                 | Candidates are interviewed. Qualifications and references are verified.   | CEO and or their nominee | - Trainer Matrix – for training staff<br>- References |
|                                     | (6)                 | Referees are contacted, and their comments are documented with the name of the referee their comments and a date.   | CEO or their nominee     |   |

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|  | (7) The successful candidate is notified by telephone and in writing, a starting date and employment terms are agreed.                 | CEO or their nominee |  |  |
|  | (8) The unsuccessful candidates are notified by telephone or in writing of the acceptance of the position by the successful candidate. | Receptionist         |  |  |

| Proce<br>dures<br>for                               |     | <b>Procedure</b>  | <b>Responsibility</b>  | <b>Reference</b>  |  |
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| profes<br>sional<br>devel<br>opme<br>nt of<br>staff | (1) | <p>Upon the appointment of the staff or consultant, the individual is provided with:</p> <ul style="list-style-type: none"> <li>• ALIT Orientation and Induction Manual (which has been developed, reviewed and maintained by the senior management team);</li> <li>• Staff/ Training and Assessment Specialist contract (includes Confidentiality agreement);</li> <li>• Acknowledgement declaration;</li> <li>• Overview of ALIT Organisation Structure;</li> <li>• ASQA requirements;</li> </ul> <p>The general staff induction process also includes:</p> <ul style="list-style-type: none"> <li>• Site tour;</li> <li>• Staff introduction;</li> <li>• Mentor/buddy appointment</li> </ul> | Senior Management team | <ul style="list-style-type: none"> <li>- ALIT Orientation and Induction Manual</li> <li>- Staff contract</li> <li>- Training and Assessment Specialist contract</li> <li>- Acknowledgement declaration</li> <li>- SALITs 2015</li> <li>- National code 2018</li> <li>- ALIT Organisation Chart</li> </ul> |  |

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|     | <ul style="list-style-type: none"> <li>• Staff login (refer to Policy and Procedure: Login Protocol)</li> </ul>  |                         |   |  |
| (2) | <p><b>New trainer/assessors</b> are also provided with:</p> <ul style="list-style-type: none"> <li>• Training and Assessment Specialist Position Description;</li> <li>• Training and Assessment Strategy;</li> <li>• Sample of Timetable;</li> <li>• Sample of report from SMS;</li> <li>• Training &amp; Assessment Guidelines</li> </ul>                    | CEO                     | SMS Help and User Manual  |  |
| (3) | <p><b>New Administration staff and Lead Trainers</b> are also provided with:</p> <ul style="list-style-type: none"> <li>• Information regarding training and compliance expectations at ALIT</li> <li>• SMS Help and User Manual;</li> <li>• Sample of Enrolment package;</li> <li>• Sample of Marketing materials;</li> <li>• Sample of Timetable;</li> </ul> | CEO                     | <ul style="list-style-type: none"> <li>- Victorian VET Student Statistical Collection Guidelines</li> <li>- Claims Guide</li> <li>- SMS Help and User Manual</li> </ul> |  |
| (4) | <p>New Training and Administration staff are required to refer to the model student files</p>  | CEO<br><br>Lead Trainer |   |  |

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|     |   | developed and updated by Lead Trainer.   |                         |  |  |
| (5) | Induction and relevant paperwork have been reviewed by the new staff member.<br><br>Acknowledgement of the induction and Induction Checklist is signed and dated by both the new staff and the inductor. The acknowledgement signs off sheet is placed in their HR file.  | New staff and inductor                   | Induction Checklist     |  |  |
| (7) | Following the induction process, an experienced mentor is allocated to each new staff member to ensure an understanding of their job role and responsibilities.<br><br>Position description and resume is placed in each staff's HR file or Training and Assessment Specialist's file.<br><br>Each staff's HR file or Training and Assessment Specialist's file should include:<br><br><ul style="list-style-type: none"> <li>• Certified copy or sighted original of relevant qualification(s);</li> </ul> | Responsible personnel of each department | ALIT Organisation Chart |  |  |



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|  |     | <ul style="list-style-type: none"> <li>• Relevant license;</li> <li>• WWC check;</li> <li>• Police check;</li> <li>• Emergency contact information;</li> <li>• Getting to know you form;</li> <li>• Superannuation form;</li> <li>• Tax declaration form.</li> </ul>   |   |                         |  |
|  | (8) | <p>Ongoing spot checks are undertaken to ensure procedures are followed.</p> <p>If opportunity for improvement is identified, additional support is provided to the staff member.</p> <p>Ongoing induction training is provided as required.</p>   | Responsible personnel of each department          | ALIT Organisation Chart |  |
|  | (9) | <p>Ongoing Professional Development sessions are delivered throughout the year for all staff and consultants. External Professional Development sessions/workshops are offered to staff and consultants regularly, relevant to their area of responsibilities.</p> <p>All Training and Assessment Specialist are required to</p> | All staff/<br>Training and Assessment Specialists |                         |  |

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|  | <p>complete Professional Development activities throughout a calendar year and maintain evidence of this Professional Development.</p> <p>The Professional Development activities could take the form of the following types of activities:</p> <ul style="list-style-type: none"> <li>• Attendance at formal training sessions</li> <li>• Membership of an industry body</li> <li>• Attendance at meetings held by Industry Bodies</li> <li>• Up-grading of qualifications</li> <li>• External consultation in relation to job specific information</li> <li>• Specific Training Package workshops</li> <li>• Government / Industry run workshops on training topics / compliance requirements</li> <li>• Webinars</li> </ul> <p>The Professional Development activities may be in relation to any activity where a Training and Assessment</p> |  |  |  |
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|  |      | Specialist is increasing or gaining skills or knowledge related to their ability to deliver training & assessment.  |     |  |  |
|  | (12) | <p>All Professional Development activities must be supported with evidence of the activity undertaken. This evidence may include:</p> <ul style="list-style-type: none"> <li>• Agenda's and minutes of a network meeting</li> <li>• Evidence of completion / enrolment of formal training</li> <li>• Summary of information received at industry specific meeting</li> <li>• Evidence of attendance at informal training sessions / workshops / Seminars and content covered</li> </ul> | CEO |  |  |
|  | (13) | External Professional Development activity is to be requested electronically. The recording of this information is to be completed and maintained on the HR file. Professional Development Calendar   |     |  |  |

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|  |   | <p>is to be monitored regularly by the CEO to ensure all staff is completing these Professional Development activities as required.</p> <p>The Professional Development Calendar is to be monitored to ensure relevant activities are being planned and undertaken.</p> |   |  |  |
|  | (14)  | <p>Professional Development sessions can be organized based on each department's request and upon the approval from management team. Professional Development session invitations are emailed to all staff/consultants.</p>   | <p>Responsible personnel of each department and Operations department</p> |  |  |
| ALIT Professional Development Department | <p>ALIT Professional Development Department provides many professional development sessions for ALIT professionals.</p> <p>Library of videos/webinars contain:</p> <ul style="list-style-type: none"> <li>• Provision of presentation to Trainer/Assessors to support for compliance with ALIT registration and Trainer/Assessor staff matrix and ASQA requirements</li> <li>• Moderation and Validation of Assessments</li> <li>• How to Understand Recognition of Prior Learning (RPL)</li> </ul> |   |   |  |  |

|            |   |
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| (RPDD<br>) | <ul style="list-style-type: none"> <li>• Maintaining Your Trainer and Assessor Currency</li> <li>• Australian Skills Quality Authority (ASQA) Guidelines &amp; Importance to the VET Sector</li> <li>• Training and assessment competencies to be held by Trainers</li> <li>• How to Unpack a Streamlined Training Package</li> <li>• How to Prepare for an Internal Audit</li> <li>• Continuous Improvement in VET – a set of resources</li> </ul> |
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### Procedures

|   | Procedure Steps                                  | Responsibility | Reference |
|---|--|----------------|-----------|
| 1 | Procedures for recruitment of staff              | CEO            |           |
| 2 | Procedures for professional development of staff | CM             |           |
| 3 | ALIT Professional Development Department (RPDD)  | CEO /CM        |           |

**Version Control:**

|                            |   |                       |                |                   |
|----------------------------|---|-----------------------|----------------|-------------------|
| <b>Document Name</b>       | No.6.1.12: Staff Recruitment and Appraisal Policy and Procedure V2.0 21062023 |                       |                |                   |
| <b>Document Code</b>       | V 2.0 21062023  |                       |                |                   |
| <b>Approve By</b>          | <b>CEO</b>  | <b>Date Approved</b>  | 21.06.2023     |                   |
| <b>Revision History</b>    |   |                       |                |                   |
| <b>Version</b>             | <b>Date of Changes</b>  | <b>Change Summary</b> | <b>Author</b>  | <b>Review Due</b> |
| V1.0                       | October 2022  | Original              | VET management | June 2023         |
| V2. 0                      | June 2023   | Updated & reviewed    | VET management | June 2024         |
|                            |   |                       |                |                   |
|                            |   |                       |                |                   |
| <b>Organisation</b>        | Australian Leading Institute of Technology                                    |                       |                |                   |
| <b>Document Controller</b> | Operation and Compliance Officer  |                       |                |                   |