



Australian Leading Institute of Technology

RTO Code: 45156

CRICOS Code: 03981M

No.6.1.2: Staff Induction and PD Policy and Procedure

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	Standards for RTOs 2015 – Standard: 1.3(b); 1.7; 2.2(a);
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

This policy has been developed to ensure that ALIT will warrant that all teaching and training staff are inducted into their roles appropriately and are encouraged to undertake professional development activities, continue to maintain industry currency, understand their roles and obligations

Objective

ALIT will ensure that all teaching and training staff is inducted into their roles as per regulatory requirements. ALIT will also ensure that staff will complete professional development activities.

Scope

This policy will apply to all staff and other ALIT stakeholders.

Procedures

	Description	Responsibility
1.	<p>Upon the appointment of the staff or trainer/assessor, the individual is provided with:</p> <ul style="list-style-type: none"> • ALIT Orientation and Induction by CEO or representative. • Access to ALIT's Policies and Procedure • Acknowledgement declaration; • Overview of ALIT's Organisation Structure; • ASQA requirements; • CRICOS/ESOS requirements • National code 2018 requirements <p>The general staff induction process also includes:</p> <ul style="list-style-type: none"> • Site tour; • Staff introduction; • Mentor/buddy appointment • Staff login 	PEO/CEO
2	<p>New Trainer/assessor are also provided with:</p> <ul style="list-style-type: none"> • Staff/Trainer Handbook • Position Description; • Training and Assessment Strategy; • Sample of Training Plan; • Sample of Timetable; <p>Training & Assessment Guidelines and documentation</p>	<p>PEO</p> <p>CEO</p> <p>Student support officer</p>

3	<p>Induction and relevant paperwork have been reviewed by the new staff member or contractor.</p> <p>Acknowledgement of the induction and Induction Checklist is signed and dated by both the new staff and the inductor. The acknowledgement sign-off sheet is placed in their HR file.</p> <p>Reference:</p> <p>Induction Checklist</p>	<p>PEO</p> <p>CEO</p>
4	<p>Following the induction process, an experienced mentor is allocated to each new staff member to ensure an understanding of their job role and responsibilities.</p> <p>Position description and resume is placed in each staff's HR file or Training and Assessment Specialist's file.</p> <p>Each staff's HR file or Training and Assessment Specialist's file should include:</p> <ul style="list-style-type: none"> • Certified copy or sighted original of relevant qualification(s); • Relevant license; • WWC check (if required); • Police check; • Emergency contact information; • Getting to know you form; • Superannuation form; • Tax declaration form. 	<p>PEO</p>

8	<p>Ongoing spot checks are undertaken to ensure procedures are followed.</p> <p>If an opportunity for improvement is identified, additional support is provided to the staff member.</p> <p>Ongoing induction training is provided as required.</p>	PEO
9	<p>Each year, staff and trainers are provided with updates in international education. Any further updates that occur during the year are provided as and when required.</p>	PEO CEO
10	<p>At the end of each year, Trainer/assessor will submit updated resume and Skills Matrix. The documents are saved in staff/ consultants' HR file or Training and Assessment Specialist's file.</p>	PEO CEO
11	<p>Ongoing Professional Development sessions are delivered throughout the year for all staff and trainers as per ALIT's Professional Development Calendar. External Professional Development sessions/workshops are offered to staff and consultants regularly, relevant to their area of responsibilities.</p> <p>All trainer/assessor are required to 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>	All staff/ Trainers

	<ul style="list-style-type: none"> • Attendance at formal training sessions • Membership of an industry body • Attendance at meetings held by Industry Bodies • Up-grading of qualifications • External consultation in relation to job specific information • Specific Training Package workshops • Government / Industry run workshops on training topics / compliance requirements • Webinars <p>The Professional Development activities may be in relation to any activity where a Training and Assessment Specialist is increasing or gaining skills or knowledge related to their ability to deliver training & assessment.</p>	
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"> • Agenda's and minutes of a network meeting • Evidence of completion / enrolment of formal training • Summary of information received at industry specific meeting <p>Evidence of attendance at informal training sessions / workshops / Seminars and content covered</p>	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.	CEO
14	Professional Development sessions can be organised based on each department's request and upon the approval from management team. Professional Development session invitations are emailed to all staff/trainers.	CEO

Guidelines

The ALIT ensures that each person employed or engaged by the ALIT to provide services to its students is aware of all obligations under the ESOS act and the VQF.

Each person employed or engaged by the ALIT is obliged to comply with the following, as applicable to their roles:

Nationally Recognised Qualification on the ALIT's Scope of Registration

- Control and segregation of duties
- Record Keeping systems
- VSN
- USI
- Promotional material compliance

VQF Obligations

- Standards of NVR Registered Organisations 2012
- National Vocational Education and Training Regulator Act 2011
- Age Discrimination Act 2004
- Disability Act 2006
- Racial Discrimination Act 1975
- The Copyright Act 1968
- Public Records Act 1973 (Vic) (PR Act)
- The Privacy Act 1988
- The Victorian Equal Opportunity Act 2010 and the relevant Acts relating to discrimination in the various States in which the ALIT delivers training.

- The Education and Training Reform Act 2006
- Working with Children Act 2005
- Education Services for Overseas Students (ESOS) Act 2000/The National Code of Practice for Providers of Education and Training to Overseas Students.

All ALIT staff and contractors are required to and are given the opportunity to maintain and update skills and knowledge relating to delivery of training and assessment.

The professional development of Teaching, Training and Assessment staff ensures:

- continued development of knowledge and skills in their relevant industry sector and the VET sector.
- English Language teachers are kept up-to-date with current theory, knowledge and practice in the field.

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