

POLICY:	RECRUITMENT OF STAFF
NVR Ref:	Standard 2
IBI Ref:	IBI-1-R 1
Overview	<p>The Institute strives to recruit high calibre staff to meet its academic, community, compliance, administration and support staff needs, and will select staff on a merit basis through equitable and open processes.</p>
Advertisement	<p><b>Full-time and Part-time Staff</b></p> <p>It is preferable that all full-time and part-time staff vacancies are internally and externally advertised. The Institute also reserves the right to invite applications from suitably qualified persons.</p> <p>All advertisements should reflect the selection criteria and indicate the availability of further information, i.e. job description, selection criteria.</p> <p>Where a position is not a continuing appointment, the duration of the appointment should be specified, together with the circumstances for fixed term employment.</p> <p>The closing date for applications will normally be two weeks.</p> <p><b>Casual General Staff</b></p> <p>The recruitment of casual general staff is an essential part of the Institute’s operations. Appointment of casual general staff can be made on the recommendation of the CEO. An advertisement may be placed if required.</p> <p><b>Guest Trainers</b></p> <p>The Institute may invite guest Trainers to deliver classroom workshops and engage in performance activities appropriate to the training area concerned. The incorporation of these professional and experienced people into training activities provides students with insight into the professional world. The appointment of a Guest Trainer can be made on the recommendation of the CEO without advertisement. An advertisement may be placed if required.</p> <p><b>Trainees</b></p> <p>It is mandatory that all Trainee positions of one year or more be externally advertised. Consideration should also be given to advertising traineeships through the Commonwealth Government Job Network for Employers scheme.</p>

<b>PROCEDURE:</b>	<b>RECRUITMENT OF STAFF</b>
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<b>Introduction</b>	<p>This procedure details the process involved in the recruitment, selection and induction of new employees to ensure all conditions, obligations and the Institute’s policies are understood.</p> <p>The Institute employs ethical, professional and non-discriminatory recruitment practices at all times and complies with equal opportunity and anti-discrimination legislation.</p> <p>Staffs are recruited by a variety of means, as appropriate for the role for which they are being recruited and consistent with any curriculum requirements. Staff can include individuals in administration, sales, marketing, trainers or assessors positions (either FT or PT) and/or (Casual or Employees).</p> <p>The vacant position may be advised in the media, or the appointment may be selected from previous résumés held by the Institute or from business recommendations.</p> <p>Only the CEO or a designated officer are authorised to place advertisements.</p>
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<b>Action/Method</b>	<p><b>Selection Committee</b>  A Selection Committee will be convened by the CEO or HR Manager for all advertised positions. The CEO or his/her nominated representative will act as Chair of the Selection Committee.</p> <p>Applications shall be short listed by CEO so that the final selection can be made by the Selection Committee. Staff shall be selected on the merit of their documented skills and experience without regards to any bias or discrimination.</p> <p>When the Selection Committee has completed its deliberations and has decided to recommend an appointment, the appointment will be approved by the CEO. The Selection Committee will endeavour to achieve consensus on selection decisions.</p> <p><b>Gender Representation</b>  Both genders should be represented on any Selection Committee. The Chair should endeavour to achieve gender balance or an approach to equal representation of males and females where possible.</p> <p><b>Confidentiality</b>  Upon request, any applicant can be advised of the membership of the Selection Committee.</p> <p>The proceedings of the Selection Committee, including all documents, are for the information of members only and must always be regarded as confidential.</p> <p>All applications and selection documentation must be returned to the CEO.</p> <p><b>Selection Committee Procedure</b>  The CEO will outline:</p> <ul style="list-style-type: none"> <li>• Interview date/dates</li> <li>• Chairperson and Panel Members</li> <li>• Number of Applications received</li> <li>• Number of Applicants short listed</li> <li>• Number of Applicants interviewed</li> </ul> <p><b>Staff Qualifications</b>  Any short listed applicants shall have their résumé, qualifications and work experience checked against original documents. All Applicants made offers shall have all submitted documents verified before an offer of employment is finalised.</p> <p>Original or Certified copies of the Applicant's qualifications must be provided and sighted by the CEO. Copies of these documents (duly stamped)<sup>1</sup> shall be stored on trainer's file before the offer of employment is finalised and any originals returned to the applicant.</p> <p>The CEO shall perform an assessment of the current competency of the Trainers/Assessors to</p> <ol style="list-style-type: none"> <li>1. Deliver classroom workshops for a the particular course and</li> </ol>
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<sup>1</sup> I have sighted the original or a certified copy of this document

	<p>2. Training and Assessment for the particular course</p> <p>This shall be based on the evidence collected from the list of items in Appendix C.</p> <p><b><u>Training and Assessment Competency</u></b></p> <p>A Trainer's current competency in Training and Assessment shall include completion of these qualification Certificate IV in Training &amp; Assessment (TAA04) or Certificate IV in Training and Assessment (TAE40110)<sup>2</sup> or equivalent course or work experience.</p> <p><b><u>Course Competency</u></b></p> <p>A Trainers/Assessors current Course Competency shall include the actual course being delivered or equivalent course or work experience.</p> <p>Trainers/Assessors recruited for the delivery of training and assessments must possess the appropriate industry competencies and knowledge as specified in standards and qualifications. <b>Refer:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Appendix A –Staff Qualifications &amp; Experience Checklist</b></li> <li><input type="checkbox"/> <b>Appendix B Trainer/Assessor Skills Mapping.</b></li> </ul> <p>If a suitable qualified Applicant for a Trainer/Assessor Position does not hold a Working With Children certificate they may be still appointed if the CEO confirms that they are not working with students under the age of 18 years.</p> <p><b><u>Appointment (Consultant or Employee)</u></b></p> <p>Each new staff member shall be provider with a formal Consulting Agreement or Employment Agreement which shall have attached as appendices the Staff Personal Record Form, Staff Experience and Qualifications Mapping Form (Trainers).</p> <p>Acceptance of this offer of employment or consulting shall occur upon the Applicant signing the documents where indicated along with any necessary forms and mapping document. This must be completed by the applicant and returned to the CEO prior to commencing employment.</p> <p><b>Staff Induction</b></p> <p>An induction is conducted within the first week to provide support and information necessary for Staff to effectively take up their duties, establish good communication protocols, acquaint new Staff the Institute's policies, procedures and Quality Framework.</p> <p>The Staff Induction program also includes the distribution of a Position Information to all Staff members, containing the Staff Information Handbook together with other relevant documents and forms that must be completed. This is to ensure that employees fully understand the importance of their role and responsibilities within the Institute and its commitment to the operational success of the Quality Framework. (See the Staff Induction Schedule).</p> <p>A <b><u>Staff Recruitment Checklist</u></b> must be initialled and dated by the CEO as the following documentation has been issued or received. This form and relevant copies</p>
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<sup>2</sup> TAE40110 is the new Certificate IV in Training and Assessment. The qualification is detailed in the TAE10 Training and Education Training Package.

	<p>of documentation are held in the employee's personal file.</p> <ul style="list-style-type: none"><li>• Employee/Contractor Agreement</li><li>• Employee Personal Record Sheet</li><li>• Superannuation and Bank Details</li><li>• Confidentiality Agreement</li><li>• Issue of Position Information Kit</li><li>• Tax Declaration Form</li><li>• Child Protection Prohibited Employment Declaration</li><li>• Working with Children Consent Form</li><li>• Certification of Receipt of Staff Information Handbook</li><li>• Staff Induction Feedback Questionnaire.</li><li>• Endorsed Qualifications</li><li>• Mapping knowledge and skill where required</li><li>• Signed Curriculum Vitae</li></ul>
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**VERSION CONTROL**

**Review/ amendment history**

**Policy Approved by:** Chief Executive Officer

**Responsible Officer:** Chief Executive Officer

**Next Policy Review Date:** July 2018

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes
5.0	April 2017	No material changes
6.0	Aug 2017	No material changes

**TRAINERS/ASSESSORS  
STAFF POSITIONS  
QUALIFICATIONS & EXPERIENCE CHECKLIST**

Employee Details	Employee Name		
	Position (Sessional trainer / FT employee)		
	Date Employed		
Induction checklist	Checklist on file	(Insert Date)	
Qualifications	Title of Qualification	Date Achieved	Copy in File
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Vocational Competency	Resume on file	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Date resume supplied	(Insert Date)	
	Date resume to be updated (every 12 months)	(Insert Date)	
	Field/Experience		
	(Summarise work experience that relates to qualifications being delivered)		
Qualifications/Units for Delivery / Assessment	Certificate IV in Training and Assessment (TAE40110) (see Schedule C) or Equivalent course.  <b>**Please note that this staff member is qualified as both a Trainer and Assessor in all of the qualifications/units listed below. Further details can be found in the Trainer / assessor mapping document.</b>		
<input type="checkbox"/>	Employee/Contractor Agreement		
<input type="checkbox"/>	Employee Personal Record Sheet		
<input type="checkbox"/>	Superannuation and Bank Details		
<input type="checkbox"/>	Confidentiality Agreement		
<input type="checkbox"/>	Issue of Position Information Kit		
<input type="checkbox"/>	Tax Declaration Form		
<input type="checkbox"/>	Child Protection Prohibited Employment Declaration		
<input type="checkbox"/>	Working with Children Consent Form		
<input type="checkbox"/>	Certification of Receipt of Staff Information Handbook		
<input type="checkbox"/>	Staff Induction Feedback Questionnaire.		
<input type="checkbox"/>	Endorsed Qualifications		
<input type="checkbox"/>	Mapping knowledge and skill where required		
<input type="checkbox"/>	Current, signed Curriculum Vitae		







**Appendix B continued**

**Guide to Trainers & Assessors Training & Assessment Skills Matrix**

Certificate IV in Training and Assessment (TAE40110)

TAEDES401A	Design and develop learning programs
TAEDES402A	Use training packages and accredited courses to meet client needs
TAEASS401B	Plan assessment activities and processes
TAEASS301B	Plan assessment activities and processes
TAEASS402B	Contribute to assessment
TAEASS403B	Participate in assessment validation
BSBCMM401A	Make a presentation
TAEDEL301A	Provide work skill instruction
TAEDEL402A	Plan, organise and facilitate learning in the work place
TAEDEL401A	Plan, organise and deliver group based learning

How do we Upgrade from TAA40104 to TAE40110?


There are three prerequisites for participating in an upgrade from TAA40104 to TAE40110 using the pricing schedule shown above.

- The applicant must have obtained TAA40104.
- The Units of Competency that the applicant completed in TAA40104 must map across to TAE40110. The good news for MRWED graduates is that the Units of Competency MRWED delivered in all modes of study do map across to the Units of Competency in the new qualification. This may not be the case for students who completed their previous training with other providers, as some delivered alternative TAA40104 Elective Units that have not mapped across to TAE40110.
- The applicant must provide additional evidence substantiating the currency of their training and assessment skills and knowledge.

**How do you upgrade your BSZ qualification to the current Certificate IV in Training and Assessment (TAE40110)?**

We have great news for trainers and/or assessors who possess the Certificate IV in Assessment and Workplace Training (BSZ40198) and who have maintained their currency through recent training and assessment experience and professional development.

Appendix C – Checklist of Evidence of a Trainer / Assessors Current Competency

Evidence could include:	
Assessment tools and marking guides	<input type="checkbox"/>
Audit reports and documents	<input type="checkbox"/>
Brief CV or work history	<input type="checkbox"/>
Certificates/results of assessment VET both Nationally Recognised and In-House, Higher Education and/or overseas qualifications	<input type="checkbox"/>
Completed assessment reports	<input type="checkbox"/>
Diaries/task sheets/job sheets/log books	<input type="checkbox"/>
Feedback forms and comments	<input type="checkbox"/>
Hobbies/interests/special skills outside work	<input type="checkbox"/>
Industry awards	<input type="checkbox"/>
Learning and assessment strategies	<input type="checkbox"/>
Learning programs	<input type="checkbox"/>
Learning resources developed (including electronic forms: videos, MP4s, DVDs...)	<input type="checkbox"/>
Marketing information	<input type="checkbox"/>
Membership of relevant professional associations	<input type="checkbox"/>
Minutes of industry network meetings	<input type="checkbox"/>
Minutes of meetings where leadership and teamwork are evident attendance and enrolment forms	<input type="checkbox"/>
Minutes of moderation and validation meetings	<input type="checkbox"/>
Quality system documents	<input type="checkbox"/>
References/letters from previous employers/supervisors	<input type="checkbox"/>
Results/statement of attendance/ certificates – workshops, seminars, symposiums, etc	<input type="checkbox"/>
Training session plans	<input type="checkbox"/>

