

# SOUTHERN SCHOOL OF NATURAL THERAPIES

## STAFF RECRUITMENT, & INDUCTION POLICY AND PROCEDURES

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### **Purpose**

This procedure describes the processes whereby SSNT recruits and inducts staff and provides opportunities for relevant professional development and monitors their performance.

### **Related AQTF standard**

Standard 1: The Registered Training Organisation (RTO) provides quality training and assessment across all of its operations.

### **Scope**

This procedure applies to all staff employed by or contracted to SSNT, both in training, assessment and administration.

### **Responsible parties**

The Principal and Heads of Department (HOD) are responsible for the control and implementation of this procedure.

### **Definitions**

*Staff induction program:* the provision of SSNT information relevant to duties and functions, and the familiarisation of staff with SSNT resources, staffing and management structures, administration, privacy requirements and security.

*Staff:* refers to all staff employed or contracted in the delivery of RTO operations (admin, management and teaching)

*Minimum Qualification Trainers/Assessors :* All teaching staff (trainers/assessors) employed or contracted by the SSNT must hold the minimum qualification requirements set out in the training packages or accredited course statement that they are engaged to teach. As a general rule, the minimum competencies must include ( as per Standard 1.4):

- The necessary training and assessment competencies as determined by the National Quality Council (NQC). At present, TAA40014 Certificate IV in Training and Assessment or mapped and demonstrated equivalence (this cannot be drawn wholly from BSZ40198).
- Where trainers do not have an appropriate qualification they are to undertake specified supervision sessions.
- Relevant qualification being taught (or mapped and demonstrated equivalence)
- Vocational competencies at least to the level being delivered or assessed.

*Minimum Qualification RTO Management and Admin staff.*

RTO operational staff should have the vocational competence to ensure operational performance requirements can be met and will be required to undertake professional development to ensure competence, as appropriate.

Refer to SSNT organisational chart.

### **POLICY STATEMENT**

This quality document provides guidelines regarding the selection and continuing development of teaching and non-teaching staff fulfilling RTO functions at the SSNT.

- All staff recruitment, selection, induction processes are to be transparent, promote equity practices and demonstrate the organisation's commitment to the provision of current and relevant education services by ensuring ongoing professional development occurs for all staff
- SSNT will ensure that all staff of SSNT involved in training, assessment or client services are competent for the functions they perform.
- Staff will be selected for positions on the basis of skills, qualifications and demonstrated performance relevant to the position under offer. These qualifications must be verified, and competence confirmed prior to appointment.
- Staff accepting employment or contract at SSNT are required to participate in an induction program, arranged by the Head of Department/Co-ordinator.
- All staff are to be provided with a 'Staff Handbook' which details AQTF and SSNT policies, procedures and quality documents.
- All staff are to participate in ongoing professional development relevant to their position and for the purpose of continuous improvement in service provision at SSNT.

## **PROCEDURES**

### Staff Recruitment

- A position description including roles, responsibilities, qualifications and experience required is prepared by the Principal.
- Recruitment of staff is to be made in accordance with current legislation concerning equal opportunity and its own diversity and EO policies.
- Positions are advertised. The advertisements are expressed as clearly as possible and delineate the requirements of the position together with the qualifications required of the applicants.
- All applications are reviewed in line with **the** selection criteria and a short list of five applicants may be drawn up for interview.
- Interviews are to be scheduled and conducted within 10 working days of the closing date for applications.
- An interviewing panel is convened, the members of which reflect the skills which are required by the position and others who reflect the diverse nature of the school community.
- All academic and industry qualifications of applicants selected for interview are verified either by sighting the original testamurs or legally verified copies. All referees are contacted.
- The successful candidate is notified by telephone and in writing and a starting date agreed.
- The unsuccessful candidates are notified in writing within five working days of the acceptance of the position by the successful candidate.

### Qualification Requirements

All staff are required to hold a teaching qualification or minimum trainer and assessor qualifications under VET. In addition, staff are required to have demonstrated competence in the area they teach/assess. This may be demonstrated by equivalence where a qualification similar to the one being taught is held, or to a higher level. It may also be demonstrated as vocational competence based on industry recommendation and verified through industry references.

Staff who provide significant expertise in the subject area of the AQF qualification, but who do not hold a minimum trainer/assessor qualification (BSZ40104 – until November 2006) or (TAA40014) are required to work under documented supervision with the relevant HOD/Co-ordinator. These staff may be required to undertake the required training for professional development in order to maintain a teaching position.

### Induction

On appointment, a file is raised for each new staff member which contains all correspondence, the member's curriculum vitae, certified copies of the member's qualifications and any other relevant material including record of interview.

Staff members files are kept by the following:

- **HOD Physical Therapies /Co-ordinator**  
Massage lecturers (Certificate IV Massage Therapy Practice and Diploma of Remedial Massage).
- **HOD Chinese Medicine /Co-ordinator**  
TCM Remedial Massage lecturers (Diploma of Remedial Massage (An Mo Tui Na)).
- **Principal**  
Administrative staff involved with the VET courses.

Access to these files is limited to the appropriate Head of Department, the Principal and Deputy Principal.

All staff files are kept in secure filing cabinets in locked offices.

Each new member of staff enters into an induction process with the respective Head of Department or Co-ordinator and the Administration Manager, Student Services. The latter explains the School's policies and procedures and provides to the new member and explains the content of the Induction Manual/Lecturers' Procedures Manual. This manual includes but is not limited to:

- SSNT policies and procedures
- Code of Practice
- Diversity Strategy
- Language, Literacy and Numeracy Strategy (LL&N)
- VET Act
- Content relevant to teaching area (ie learning and assessment strategy)
- Version Control guide
- Training Package Guide/Access or Accredited Course Guide/Curriculum or access

### **Professional development**

On commencement of employment or contract, each member of staff at SSNT is encouraged to pursue professional development activities outside the organization and to participate in internal activities.

- Professional development participation is to be logged and maintained as a record of evidence by the Head of Department and Principal.
- Unsatisfactory performance by a member of staff is to be dealt with by the relevant HOD in conjunction with the Principal.
- Measures of performance such as evaluation are to be used to substantiate any record of poor performance.
- Professional development may be recommended where currency of skill or knowledge appears to risk practice.