



# STAFF SELECTION AND APPOINTMENT POLICY AND PROCEDURE

CIBT is committed to the principle of Equal Employment Opportunity in the selection of staff. The purpose of this procedure is to provide a comprehensive process for the selection and induction of staff; to outline the steps for the selection committee; to ensure that all applicants are treated equitably in a confidential environment.

## REQUIREMENTS

### Trainers

All CIBT teaching staff must possess vocational qualifications that are at a minimum equivalent to the level being delivered, relevant and recent industrial and training experience. All trainers must possess the necessary training and assessment competencies as determined by National Quality Council or its successors. All Trainers must:

- (i) Hold the Certificate IV in Training and Assessment TAE40110
- (ii) Work under the direct supervision of a person who has the competencies specified in (i) above, and be able to demonstrate vocational competencies at least to the level of those being delivered.

### Assessors

All Assessors must:

- (i) Hold the Certificate IV in Training and Assessment TAE40110
- (ii) Work under the direct supervision of a person who has the competencies specified in (i) above, and be able to demonstrate vocational competencies at least to the level of those being assessed.

## PROCEDURE

### Recruitment

In the area of staff recruitment and selection, the Chief Executive Officer will nominate appropriate authority to hire and interview staff. The CEO will retain power to approve recruitment.

CIBT employs ethical, professional and non-discriminatory recruitment practices at all times and complies with equal opportunity and anti-discrimination legislation.

Staff/contractors are recruited by a variety of means, as is appropriate for the programs for



which they are being recruited and consistent with any curriculum requirements.

The vacant position may be advertised in the media, on the web and/or applicants selected from resumes held by CIBT or from business recommendations.

Only the Chief Executive Officer is authorised to place advertisements unless otherwise directed.

### **Qualifications**

All applicants are recruited, based on their qualifications, demonstrated ability, experience, currency and training. CIBT ensures Trainers recruited for the delivery of training and education and assessments must possess the appropriate pre-service and/or in-service competencies and knowledge as specified in national standards, industry standards and training packages.

### **Selection**

RTO Manager is responsible for reviewing applicant's resumes and conducting interviews with selected applicants who would be suitable for the position.

All applicants are considered and a short list established from the final selections made. Staff/contractors are selected on the merit of their documented skills and experience.

The selected applicant's résumé, qualifications and referees are to be validated as certified copies before the offer of employment is finalised.

An Offer of Employment Letter Form agreeing to the conditions of employment is issued to the applicant and returned to Management prior to commencing employment.

### **Commencement of Employment**

On commencing employment, new employees/contractors are issued with the CIBT staff Handbook together with other relevant Declaration forms that must be completed. Documentation to be issued is listed on the Staff Selection Checklist.

A mentor nominated by Management is assigned to introduce new employees/contractors to fellow employees, facilities and procedures.

### **Induction**

All recruits will be required to undergo an induction program conducted by Academic Manager or Marketing Manager.

Recruits will be provided with a copy of the Staff Handbook. CIBT staff will discuss all issues pertaining to the performance of the new recruit's duties with regards to issues of legislation (e.g. their responsibilities under the National Code, the ESOS Act 2000 and relevant State requirements), compliance quality standards (either college specific or legislated), key functions, peripheral functions, administration as pertaining to their functions, organisational structure, reporting issues etc.



All recruits will be required to sign the relevant Legislation Awareness Form, Anti-Discrimination Undertaking form and Staff Reporting Awareness form and be directed to all other manuals and legislation and information folders. Recruits will be required to read the information and to sign the declaration that they understand their position duties and responsibilities, as stated in their Duty Statement, and the terms and conditions under which they are being employed.

New staffs are to receive:

1. Staff Handbook
2. Letter of Offer
3. Payment and personnel information sheets, tax declaration if required
4. Duty Statement

New staffs are to:

1. Sign Induction Checklist
2. Sign Letter of Offer
3. Complete forms
4. Read Legislation information in folder at reception
5. Read College Policies and Procedures Manual

ACADEMIC MANAGER and RTO Manager are to:

1. Induct each staff member into all of the above
2. File copies of signed forms in staff file
3. Show premises to staff
4. Provide subject information

### **Professional Development**

All staff will be required to be involved in professional development. This will include an explanation of all legislation that impacts on the duties and responsibilities of staff. Professional development may take many forms including: workshops, industrial visits, further training, usage of media, and membership of professional and industrial associations. At regular staff meetings, CIBT College actively promotes and encourages staff to maintain and expand their skills.

If a staff member wishes to undertake any professional development or during staff appraisal a need is generated for professional development, they need to provide written request to CEO stating the desired training and the relevance of the training. CEO reviews and authorizes whether to go ahead or not. CIBT has allocated funds to support relevant professional development activities.

CIBT staffs will be send on the following PD workshops run by DEC, Department of Education,



ACPET where required

- ESOS Act and national Code
- VQF
- Assessment Tools
- Assessment Validation
- Any other workshop run by DEC, Department of Education, ACPET, DIBP which are relevant

*It is CIBT policy, when any staff attends any workshops or seminars then they must run internal workshop to share the skills learned in the workshop with the other staff at CIBT College. Internal workshop must be run within the 4 weeks of attending the external workshop.*

### **Termination**

The length of notice that staff are required to give is outlined in the Offer of Employment Letter.