



Staff Recruitment, Review and Promotion Policy (V2)

Responsibility for Implementation: The PEO

Authority: Approved by PEO

Date of Approval: 7 June 2016 (V1)

Date of Update: Oct 2017 (V2)

Date of review: Oct 2019

Next Review: Oct 2021

1 Purpose

The purpose of this policy is to outline the procedures adopted by the Elite Education Vocational Institute for staff recruitment, selection, induction, performance review and promotions.

2 Scope

This policy applies to all staff, including full time/ongoing and casual/sessional/part time staff.

3 Definitions

The Institute means Elite Education Vocational Institute.

4 Procedures

Staff recruitment, selection, induction, promotions and performance review at Elite Education Vocational Institute is conducted equitably in accordance with the following procedures.

All positions have a Duty Statement which includes the specific duties for the position.

All positions have a Selection Criteria, divided into essential criteria and desirable criteria, identifying the minimum qualifications and experience required for the position.

All vacant positions will be advertised on the internet and placed on the Elite Education Vocational Institute website, unless a suitable candidate has previously applied for a position and is on file with Elite Education Vocational Institute.

The website will include the Duty Statement and the Selection Criteria for the advertised position.

All advertisements must be authorised by the PEO.

4.1 Teacher / Trainer Qualification Requirements



As a general rule, qualifications and experience in the subject area and an empathy for, and understanding of adults wishing to learn are the main criteria for employment.

The qualifications of prospective staff are checked with references and relevant institutions and referees are contacted. A check is carried out of previous industry experience claimed by the applicants.

In the case of all accredited VET courses, the minimum criteria for employment are:

- A TAE40110 Certificate IV in Training and Assessment, or a diploma or higher level qualification in adult education;
- A vocational qualification to at least the same level being delivered or assessed;
- Training and assessment experience is preferred; and
- Recent industry experience in the appropriate field of study;
- Familiarity with the principles and practices of Competency-Based Training and Assessment, the Standards for NVR Registered Training Organisations 2011 and Recognition of Prior learning; and
- Familiarity with Equal Employment Opportunity and Occupational Health and Safety principles

In the case of all accredited EICOS courses, the minimum criteria for employment are:

- a degree or diploma of at least three years full-time or equivalent (teaching or other)
- a suitable TESOL qualification or qualification that contains TESOL as a method
- appropriate TESOL teaching experience or are formally mentored by a senior staff member with this experience.

All teachers / trainers' qualifications will be verified during the interview and experience will be checked through reference check.

4.2 Selection

The responsibility for selecting academic staff and student support staff lies with the Head of Trainers for VET Course and ELICOS Program Manager for ELICOS. The Principal is directly responsible for selecting senior teaching (i.e., Head of Trainers and ELICOS Program Manager), and administrative staff. The functional administrative managers are responsible for the selection of junior administrative staff.

The selection and short listing of suitable applicants will adhere to the following procedure:

- (i). Written applications will be assessed against the selection criteria by the relevant supervisor(s).
- (ii). Selected applicants will be invited for a panel interview. The members of the panel will vary depending on the position.
- (iii). Selected applicants will be interviewed.
- (iv). The panel will decide on the most suitable applicant.
- (v). Reference checks will be conducted and submitted academic qualifications and transcripts will be reviewed. This will include gaining written confirmation to verify the bona fides of qualifications and awarding institutions. This will be done with the verbal consent of the candidate.



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- (vi). A verbal and written offer of employment will be made to the preferred applicant, including a copy of the duty statement, an explanation of conditions of employment and the grade of appointment for academic staff.
 - (vii). The employment contract will be signed, ensuring the clarification of roles and responsibilities of both parties.

4.3 Induction of Staff

Induction will be conducted within the first week of employment and will be conducted by the relevant supervisor. The induction will adhere to the following procedure:

- (i). Discussion of the new staff member's Contract and Duty Statement. The supervisor will ensure the filing of copies of the signed contract, qualifications and academic transcripts
- (ii). Completion of tax file, superannuation, banking and contact details forms.
- (iii). Introduction to the main policies and procedures of the institute. These will be available on the institute's website.
- (iv). Clarification of the requirements of the ASQA standards, where appropriate
- (v). Discussion of their role as a teacher at Elite Education Vocational Institute and the provision of course information, where appropriate.
- (vi). Discussion of the Code of Conduct for staff at Elite Education Vocational Institute. The Code of Conduct will be available on the Institute's website.
- (vii). Provide a tour of premises to the new staff member and an introduction to current staff.

4.4 Grades of Appointment for Sessional Academic Staff

Remuneration for teachers will be based on a combination of qualifications and experience. It will be expected that teaching staff will have a relevant degree and diploma qualification for VET courses, relevant TESOL qualifications for ELICOS courses, and relevant teaching experience.

4.5 Workforce Planning

The Elite Education Vocational Institute will work on the basis of VET Course one trainer for each class of Fifty students and ELICOS Course one teacher for eighteen students. A Head of Trainers and a ELICOS programs manager will be employed to undertake the management duties associated with the VET Courses and ELICOS programs. One trainer / teacher in each of the VET and ELICOS EAP courses will also take on the role of course coordinator and shall act as a liaison between the other teachers in that course and act as an advisor to the Head of Trainers and ELICO Programs Manager. Elite Education's Staffing Development Plan indicates this initial structure and outlines the addition of staff for future growth.



For full time permanent Administration Support Staff, Elite Education will work on the ratio of one administrative staff member for every fifty students.

4.6 Performance Review

- 4.6.1 Staff Performance Reviews will be held annually by the relevant supervisor.
- 4.6.2 The Head of Trainers and ELICO Programs Manager will conduct the performance review for all academic staff. The review will be based on the Observation of Teaching and Learning Checklist which will be completed during observations of teaching sessions throughout the academic year. This details the strengths and weaknesses of the staff member in relation to a set criteria. Data collected anonymously from students through questionnaires regarding teaching performance will also be discussed as part of the performance review and the staff member's annual Professional Development Plan will be completed.
- 4.6.3 The PEO will conduct the performance review for all senior administration and support staff. The review will be based on their performance in relation to their Duty Statement and the staff member's annual Professional Development Plan will be completed.
- 4.6.4 Staff members will be invited to comment on their Performance Review report and to indicate whether or not he/she agrees with their supervisor's comments. If agreement cannot be reached, the issue will be referred to the supervisor's manager. It is expected that most disagreements will be settled informally but if this is not possible the Institute's grievance procedures may be invoked.

4.7 Promotion for Academic Staff

- 4.7.1 If a teacher wishes to be considered for promotion they must submit an application which addresses the following criteria:
- Experience and achievement in teaching and curriculum development.
 - Research, scholarship, creative achievement and professional activity.
 - Service to the Institute.
- 4.7.2 An application for promotion will be considered by the Academic Management Team (organised by the Head of Trainers, the ELICO Programs Manager, and relevant Course Coordinators). They will provide a recommendation in writing, including reasons for the recommendation to the PEO. The PEO may elect to interview the applicant before making his decision.
- 4.7.3 If the candidate is dissatisfied with the decision, he/she may appeal through internal staff grievance process. Please refer to "Staff Grievance Policy".

