

## Staff Policy

### 1. Purpose

This policy will define the requirements for recruitment, induction, professional development and monitoring of staff performance.

### 2. Scope

AIST uses this Policy to recruit and employ appropriately qualified and experienced staff and to undertake continuous improvement of staff through professional development. Fit and Proper Persons requirements will be actively monitored so all staff matters will comply with the appropriate legislation.

### 3. Procedure

#### 3.1 Recruitment of Staff

Recruitment of AIST staff will at all times be ethical and consistent with Training and Assessment services being provided. Selection decisions will comply with Equal Opportunity Legislation and this policy.

AIST will employ staff from a recruitment process who are the best fit for the job available and conduct an Induction which outlines all relevant information about AIST.

This shall be achieved by:

- a) Clearly defined position descriptions
- b) Ensuring all staff meet the required competency standards according to the relevant training package
- c) By sighting, and taking a copy of, original qualifications relevant to the position
- d) Inducting staff
- e) Ensuring that staff maintain competency, by undertaking regular reviews of training and assessment materials, skills audits and by regular client evaluation surveys
- f) Continual development of staff knowledge, skills and abilities
- g) Continual monitoring and feedback on staff performance and development

#### 3.2 Staff Induction

Upon employment with AIST staff will undertake a staff induction.

Staff Induction for AIST will be conducted by a current staff member using the Induction Checklist and Duty Statement. The new staff member will initial each point and sign and date the document and the staff member conducting the Induction will also sign and date it and place the form in the Staff File.

AIST will sight and take a copy of Qualifications; Resume and documents complying with Fit and Proper Person's Requirements and retains these in the individual Staff File.

### 4. Competency Based Training and Assessment

Training staff will be provided with access to the relevant training packages and are to be familiar with the content.

This content includes:

- a) Nationally endorsed competency standards, assessment guidelines and qualifications
- b) Qualifications to be awarded through assessment of competencies in accordance with the issuing of statements of attainment
- c) Development and delivery of training to meet individuals needs
- d) Learning in both an on the job and off the job environment

## **5. Vocational Education & Training (VET)**

Staff are provided with information on VET requirements and policies relating to the following VET areas:

- a) Standards for NVR Registered Training Organisations
- b) Australian Qualifications Framework
- c) Australian Quality Training Framework
- d) Training packages –training.gov.au (TGA)

## **6. Professional Development**

AIST staff are actively encouraged to continue developing their professional knowledge and skills relating to ASQA, AQF, AQTF, DEEWR, Training Packages and training delivery and assessment development through attending networks, forums, seminars and other competency based or modularised courses.

AIST attendance for any Professional Development is to be requested on the Professional Development Request Form, the form is then filed in the Staff File after actioning.

All AIST Professional Development is to be logged in the Staff Qualifications Register.

## **7. Staff Performance and Monitoring**

Duty Statements clearly define roles and ensure that staff are aware of annual Performance Management using the Performance Management Form.

Performance of staff is monitored through the performance feedback system, which includes:

- a) Client and participant feedback during and after a training program as indicated in the Continuous Improvement Policy
- b) Performance feedback system review processes
- c) Professional development records

Staff will conduct a performance appraisal with their manager through the following process:

- a) Conduct a formal meeting between staff member and Manager
- b) Discuss feedback provided by staff, clients and participants
- c) Discussion of performance against job description
- d) Professional development requirements are discussed
- e) Feedback is provided by the staff member on their own performance
- f) Appraisal documentation is placed in the staff members file