

## Staff Engagement Policy and Procedure (Standard 1)

TACIS employs skilled staff and trainers/assessors in line with its scope of registration under in accordance with CLAUSES 1.13 – 1.16 of the Standards for RTOs 2015.

### Clause 1.13

*In addition to the requirements specified in Clause 1.14 and Clause 1.15, the RTO's training and assessment is delivered only by persons who have:*

- a) vocational competencies at least to the level being delivered and assessed;*
- b) current industry skills directly relevant to the training and assessment being provided;*  
*and*
- c) current knowledge and skills in vocational training and learning that informs their training and assessment.*
- d) Industry experts may also be involved in the assessment judgement, working alongside the trainer and/or assessor to conduct the assessment.*

### Clause 1.16

*The RTO ensures that all trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment.*

### Staff Recruitment Procedure

TACIS is an Equal Opportunity Employer. In accordance with this policy, TACIS subscribes to the following concepts of:

- 1. Equal pay for equal work;
- 2. Prohibition of discrimination in all areas of employment

TACIS has in place policies and procedures to ensure that advertising and marketing meets both TACIS Guidelines, as well as the national guidelines and protocols as required by the VET Quality Framework. This procedure applies to recruiting and selecting applicants for continuing, fixed-term and casual appointments at TACIS.

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1. Formal Interview
2. Appointment of Trainers & Staff Induction
3. Introduction to Staff Professional Development

#### Formal Interview

1. Candidates applying for the position as trainer and assessor should be notified via email of the time and date of a Formal Interview.
2. At least two interviewers should attend the interview.

Candidates attending the formal interview are required to take with them the following documents:

1. A detailed copy of their resume;
2. Copy of their ID: passport and visa page and driver license;
3. Copies of their previous qualifications including certificates and transcripts;
4. Copies of evidence of current vocational competencies at least to the level being delivered and assessed;
5. Copies of evidence of current industry skills directly relevant to the training and assessment being provided

#### Appointment of Trainers/Assessor & Staff Induction

If the candidate has been successful in the interview, they will be appointed as trainers and/or assessors for the qualifications to be delivered and assessed.

A Letter of Offer will be sent to the successful candidate detailing employment terms and conditions, duties and responsibilities. The Letter of Offer must be signed by the new employee and the responsible person of TACIS.

Staff Induction will be organised for the staff including the following information:

1. Completion of Staff Information Form to be completed. (A completed copy of Staff Information Form must be provided to The CEO/RTO Manager for payment processing purpose.)
2. RTO Operations Manual to be provided to the new employee with the relevant acknowledgement forms to be signed.

#### Staff Professional Development

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TACIS actively encourages and promotes professional development (PD) of staff that is aligned with its business strategies. It is recognised that the opportunity for all staff to develop their knowledge and skills will support the professional careers of staff and the business goals of TACIS.

The responsibility for professional development is shared between the individual trainer and TACIS. You are expected to take a proactive role to identify and meet your professional development needs.

During Induction you will receive a number of documents to be signed and returned prior to commencing employment. One of these will be a summary of current PD and planned PD over the next 12 months. This form should be returned with other forms and a copy will be retained in staff records and another copy sent to the RTO Manager.

In some cases, TACIS may assist in the costs of professional development (refer to PD application form).

Professional Development (PD) includes:

- Academic qualifications
- Awareness and relevant knowledge of Education Services for Overseas Students Act 2000, Standards for Registered Training Organisations (RTOs) 2015), which are all the standards requirements that an RTO and all its employees are bound.
- Awareness of various legislation (e.g. Anti-Discrimination)
- Relevant professional memberships
- Self-training (e.g. on-line journal subscription, online blogs, Microsoft tutorials),
- In house training (e.g. round-table seminars), external workshops (e.g. Customising Validation and Moderation, Understanding Standards for RTOs 2015.)
- Attendance at relevant conferences
- Online (including free courses at [www.openculture.com](http://www.openculture.com)), distant, remote or face to face courses

Refer to Staff Induction for more details on planning PD, updating your CV and trainer matrix at least every 12 months to include PD, notifying either The CEO/RTO Manager or accounts/HR of updates to be added to your staff file.

As part of the Staff Performance evaluation procedures, trainers are required to complete a 'Trainer Self-assessment' form every 3 months.

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One section of this form relates to professional development and provided an opportunity for trainers to document what they think their professional developments needs are and what can be done to address them. You are also encouraged to provide written submissions where they have identified a course, conference or some other professional development activity that you would like to attend.

This should include details of:

- ♣ The study proposed to be undertaken.
- ♣ The relevance of the study to your current and proposed future employment within TACIS .
- ♣ The likely benefits to you and TACIS from the undertaking of the study;

The CEO and The CEO/RTO Manager will also investigate and consider what professional development activities may be suitable for staff members. TACIS will consider providing assistance to staff members doing professional development activities. Each individual situation will be considered on its merits. The assistance provided by TACIS may be in the form of:

- ♣ Payment or part-payment of a fee for a course;
- ♣ Time off work to attend classes, examinations or to study before an examination.

***Relevant documents and forms:***

- ***Trainer Self-Assessment form***
- ***PD Application form***
- ***PD Log***
- ***Staff Handbook***