

# Alexandra Community Hub

## Staffing and Recruitment Policy

Policy No: 18

### Policy:

Alexandra Community Hub (ACH) is committed to providing an environment of equal opportunity in employment. ACH will employ suitably qualified staff. Staff will be selected for positions on the basis of skills, qualifications, legal requirements and demonstrated performance relevant to the position under offer. ACH will endeavour through appropriate training to ensure that employees and committee members making selection and recruitment decisions will not discriminate, whether consciously or subconsciously, in making these decisions. ACH will not engage or deal with any disallowed person as described under the terms of the Skills First VET Funding Contract.

Generally, positions will be advertised; however, there may be situations where a suitable candidate can be sourced by other means.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

ACH will ensure all staff undertake Continuing Professional Development in order to maintain current skills and knowledge and will conduct regular Performance Management Appraisals.

### Procedure:

1. Review Position Description and Selection Criteria prior to releasing details of the position ensuring roles, responsibilities, qualifications and experience are included.
2. Confirm Position Description and Selection Criteria with Committee of Management.
3. Ensure recruitment of staff is in accordance with current legislation concerning equal opportunity.
4. Develop a series of interview questions related to the requirements of the job and which will not be of a discriminatory nature.
5. Convene a selection panel, members of which reflect the skills which are required by the position and others who reflect the diverse nature of ACH.
6. Advertise the position if no suitable candidate has been identified. Adopt a consistent, non-discriminatory approach to the advertising of vacancies. ACH will not confine recruitment to areas or media sources which provide only, or mainly, applicants of a particular group. All applicants who apply for jobs will receive fair treatment and will be considered solely on their ability to do the job.
7. Review candidate's resume to determine any previous employment with an RTO and ensure any such previous employment does not prohibit the applicant under the terms of the Skills First VET Funding Contract. Check cancelled RTO's on VRQA and ASQA websites
8. Ensure that Trainer and Assessors being considered for employment to deliver Nationally Recognised Training have the appropriate qualifications as outlined in the Standards for RTO's 2015
9. Review the applications in line with the selection criteria and complete skills matrix to draw up a short list of applicants for interview.

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10. Schedule and conduct interviews as soon as practicable after the closing date for applications.
11. Select the preferred applicant.
12. Verify all academic and industry qualifications of preferred applicants by sighting either the original testamurs or legally verified copies.
13. Contact referees of preferred applicant.
14. Notify the successful applicant by phone and confirm in writing and agree on a starting date.
15. Notify the unsuccessful applicants in writing as soon as practicable of the acceptance of the position by the successful applicant.
16. Conduct a police check on the successful applicant.
17. Conduct a Working with Children Check if applicable.
18. Conduct induction.
19. Conduct regular Performance Management Appraisals

### **Related Standards for RTO's 2015**

Standard 1

### **Related Documents**

Position Descriptions

Performance Management Documents

### **Related Policies**

Equal Opportunity Policy

Police Record Check Policy

Working With Children Check Policy

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