



BADT POL-12

STAFF PROFESSIONAL DEVELOPMENT POLICY

PURPOSE

This policy is designed to ensure that:

- a) New staff are qualified and experienced to perform their duties.
- b) Relevant information about the provider and its obligations under the Current Standards for RTOs, and other legislation are communicated and understood by new and existing staff.
- c) Existing staff are provided with professional development opportunities appropriate to their role.
- d) Staff performance is monitored, appraised and communicated to each employee
- e) As changes occur in legislation and standards that staff are informed and trained to ensure compliance of the RTO.

SCOPE

This policy will apply to the recruitment and ongoing performance management of all RTO full-time, part time and casual employees, including Trainer/ Assessor and other RTO staff members.

RESPONSIBILITY

- The RTO Manager will be responsible for overseeing the recruitment of new staff and organising their inductions.
- The RTO Manager is responsible for overseeing the professional development and performance management requirements for all staff
- The RTO Manager is responsible for ensuring staff are given the time and resources to be able to attend regular PD.

POLICY

Recruitment

- New staff are recruited through advertising in the press or through other sources available to the provider.
- The job advertisement will display key essential criteria such as qualification requirements and position responsibilities.
- Trainers and Assessors must meet the qualification requirements of Standard 1.13 in Standards for RTOs 2015 which includes the requirement to either hold a current Certificate IV in Training and Assessment and the relevant UOC/s for what they will be teaching.
- All applicants must supply a resume/CV and original copies of relevant qualifications.
- The RTO Manager and Managing Director will review candidate applications for suitability and appropriateness.
- Selected candidates will be requested to attend a job interview with a panel consisting of the RTO Manager and Managing Directors other relevant staff. During the interview, candidates will be assessed on performance, behavioural and compliance competencies as well as being questioned about previous experience and required knowledge for the position.
- Candidates who are successful in the job interview will have at least two of their references checked by the RTO Manager for verification of details provided and to attain a better insight into the applicant's suitability.

- Trainer/Assessor must have their competencies assessed, mapped and signed-off as satisfactory by RTO Manager against the relevant staff matrix.
- Trainer/ Assessor must provide evidence of industry competency equivalent to the level of the UOC/ course that the Trainer and/or Assessor will be training/assessing and evidence of industry experience that is no older than two years.
- Supporting documentation to verify industry evidence can be in the form of a reference letter from an employer, on the company letterhead, specifying the candidate's position, period of employment and duties, along with the employer's signature.
- If Trainer/ Assessor are unable to provide supporting documentation, then they will be required to provide details of previous employers, and the relevant Departmental Coordinator will contact them to verify the respective details.

Qualification Verification

- Trainer/ Assessor must provide original copies of their relevant qualifications. The provider named on the person's qualification will be contacted to confirm that the document is genuine. RTO Manager, will verify the Staff Qualification and Experience and ensure data entered into the tracking spreadsheet.
- Successful candidates will also be required to provide their original and personal identification, which will be verified and maintained by the RTO Manager.
- Their current USI transcript will be printed.

Induction

A three-part induction (general, IT and academic) will occur by the first day of employment.

a) The RTO Senior trainer will provide a general induction on:

- RTO's goals and objectives and the multicultural environment
- Building access, security, provision of assets needed for the performance of their duties and attendance recording procedures
- Tour of the building, indication of facilities (i.e. kitchen and toilets)
- Introduction to colleagues
- Occupational Health and Safety policies and procedures
- Quality assurance and confidentiality responsibilities
- Probationary and annual performance review processes
- Employee behavioural expectations
- Leave policy and procedures
- Dress code

b) The IT induction includes:

- printer and photocopy facilities training
- computer account access and usage training
- network drives access and usage training
- email training (i.e. internal MS Outlook set-up, external Webmail access and signature set-up)
- internal phone training
- access to RTO website policies and procedures
- access to RTO staff intranet (i.e. accessing forms and PD submissions)

c) An academic induction focusing on:

- RTO policies, procedures, information, plans and other documents
- information on relevant legislation(i.e. The Current Standards for RTOs)
- position description (i.e. roles and responsibilities)
- training packages and competency-based training and assessment
- delivery processes (i.e. timetabling and learning resources)
- assessment processes (i.e. grading, submission of results, use of assessment tools

- and marking guides, assessment validation processes)
- record keeping processes (i.e. attendance registers and records of assessments)
- course/competency review process
- monitoring student academic progress
- identifying students at risk and interventions
- attendance and assessment policies
- information provided to students
- language, numeracy and literacy support
- student services
- RPL
- withdrawal
- complaints and feedback
- privacy

Professional Development

Trainer/ Assessor are expected to engage in at least 10 hours or five professional development activities annually. For VET trainers, one activity is to focus on educational pedagogy and the other on developing and enhancing the Trainer's industry skills and currency. The RTO may conduct in-house professional development opportunities at least bi monthly for all staff.

All RTO staff are strongly encouraged to engage in both internal and external professional development activities. Evidence of Trainer participation in professional development activities are to be placed in the spreadsheet.

Trainers, RTO Manager, and Admin Staff are required to attend a minimum of 5PD activities or 10 hours of professional development every year. Trainer/Assessor are required to update their resumes and staff matrix at least annually to reflect their participation in industry and educational professional development activities.

Staff Monitoring

RTO Manager will work closely with Director to conduct reviews of staff.

Trainer/ Assessor reviews focus on a range of topics including:

- a) Trainer/ Assessor duties, concerns, development activities and professional goals
- b) Trainer/ Assessor adherence to RTO policies and procedures relating to course delivery
- c) exploring ways in which RTO can support the Trainer/ Assessor to improve and enhance their opportunities to become more effective.

A formal staff appraisal is conducted annually by the RTO Manager, during which time staff employed for more than three months by RTO will meet with their respective day supervisor(s) to discuss actions to improve the staff members' contribution where possible.

The staff appraisal meeting outcomes are documented and placed on the staff member's file. Staff performance is monitored continuously with support and feedback provided where appropriate.

Assessors

Where a person conducts assessments only, they must satisfy the following conditions:

- a) hold a Current Certificate IV in Training and Assessment or a diploma or higher level qualification in adult education or the skill set in TAESS00011 Assessor Skills set or its successor;
- b) have vocational competencies at least to the level being delivered; and
- c) have current industry skills directly related to the content delivered.

Supervision of Unqualified Trainers

Unqualified trainers must be supervised and, at a minimum, satisfy the following conditions:

- a. hold a skill set in TAESS00014 or TAESS00013 or TAESS00015;
- b. have vocational competencies at least to the level being delivered; and
- c. have current industry skills directly related to the training and assessment being provided.

The Supervising Trainer must have demonstrated relevant vocational competencies to the level being assessed, have current industry skills and hold either a current Certificate IV in Training and Assessment, or a diploma or higher level qualification in adult education. The supervising Trainer is accountable for all training provided by the unqualified Trainer and for the collection of assessment evidence.

VERSION	DATE	CREATED/AMENDED BY	COMMENTS/AMENDMENTS	RESPONSIBLE PERSON
V0	27-10-17	RTO Mgr	Policy created	RTO Mgr
V1	18-06-18	RTO Mgr	Reviewed changes made	RTO Mgr
V1	12-12-19	BADT Admin	No changes required	RTO Mgr
V2	21-02-20	Internal Review Team	Resp changes refer to IR-190163	RTO Mgr
V3	28-4-21	RTO Mgr	Update UOC numbers	RTO Mgr
V4	20-05-24	RTO Admin	Cross ref to early changes to Standards	RTO Mgr