



Recruitment Policy & Procedure

Background

This policy and procedure has been developed as part of Advanced Training Institute's Quality Management System, which includes a set of policies and procedures to ensure the organisation complies with the VET Quality Framework and legislation linked to EEO employment.

The Recruitment Policy has been established to ensure ATI has the opportunity to attract the best possible staff and contractors for all vacant positions and as needed tasks.

Scope

This policy is applicable to the full scope of Advanced Training Institute's registration and all business and operational activities it undertakes as a Registered Training Organisation.

Policy

All positions must be approved by the CEO prior to embarking on the recruitment process.

Procedure

Action	Responsible
Advertising the position on the internet, local area newspaper, and via online media	Training Manager and or Quality & Compliance Manager
Receiving response and shortlisting candidates	Quality & Compliance Manager Training Manager
Contacting the short listed candidates and invite them for interview	Training Manager
Conduct interview/s	CEO Training Manager and or Quality & Compliance Manager
Review the interview and make decision on successful candidate	CEO Training Manager Quality & Compliance Manager
Informing the candidate and prepare the contract of employment with relevant Position Description	Training Manager and or Quality & Compliance Manager
Employee's agreement of employment and sign the contract	Employee/Contractor
Preparing Employee/Contractor Admin File	Administration Officer
Employee Induction, whereby all qualifications, and industry licenses, Police Check and Working with Children Checks are provided for verification, and placement in File. Competency Matrix to be completed, and Training and Assessment Strategies and resources to be finalised.	Training Manager Quality & Compliance Manager
All certified copies of originals must be sighted, and signed by senior management as a true copy of the original	Training Manager Quality & Compliance Manager
Seal the Trainer File, specifically, lock in Compliance Manager's Office cabinet	Quality & Compliance Manager

Australian VET Quality Framework Reference SRTOs 2015

Standard 1.1.13	<p>Trainers and assessors</p> <p>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:</p> <ul style="list-style-type: none"> 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.
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1.14	The RTO's training and assessment is delivered only by persons who have: a) prior to 1 January 2016, the training and assessment qualification specified in Item 1 or Item 2 of Schedule 1, or demonstrated equivalence of competencies; and b) from 1 January 2016, the training and assessment qualification specified in Item 1 or Item 2 of Schedule 1.
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.

Related Documents

Employment / Terms of Engagement Contract
Position Description
Competency Matrix
Employment Contract
Trainer Handbook
Trainer File Checklist

Change History

Version	Approval Date	Approved by	Change	
		CEO	Delegate	
5	March 2015	Omar	Compliance	As per SRTOs 2015
4	Feb 2015	Omar	Compliance	Corrective action post audit
3	October 2014	Omar	Compliance	Corrective action, & As per New Standards
2	28 August 2014	Omar		As per the SNR 2012
1	30 August 2012	Omar		