



# STAFF RECRUITMENT AND REVIEW POLICY & PROCEDURE

## Policy

This policy is utilized by Vibe College management for recruitment of staff, providing essential induction, review of staff capabilities, review of current resources in line with legislative requirements, and Professional Development of Staff. In addition, Vibe College management utilise this policy to ensure that Students enrolled at the college will be given every opportunity to achieve their educational objectives whilst studying in Australia.

In order to achieve this Vibe College ensure that all of its staff are suitably qualified or experienced in their roles as they relate to student services. Vibe College will also ensure that the facilities use for training have sufficient resources, including staff, floor space and any equipment / learning and library resources as required under the National Code and relevant Training Package.

## Purpose

This procedure explains the process for the recruitment, induction, and ongoing development and monitoring of Vibe College staff and to ensure that:

- all staff employed are suitably qualified or experienced in relation to the functions they perform for students;
- the educational resources support the delivery of its courses to all students, including facilities, equipment, learning and library resources and premises as required by the quality assurance framework applying to the course;
- the premises at which the Vibe College intends to enrol international students has sufficient floor space for each student to support students in achieving their course outcomes;
- Vibe College has in place relevant policies and procedures to ensure its staffing resources are adequate and have the capabilities as required by the quality assurance framework applying to the courses offered

## Responsibility

- The CEO will be responsible for implementing the recruitment requirements, conducting the general induction and to ensure that staffs are aware of this policy.
- The Academic Manager will be responsible for implementing the professional development and performance management requirements for Head Educators and Trainers. Head Educators will work closely with the Academic Manager to monitor Trainer performance and to implement Trainer professional development.
- Academic Manager will perform review of the educational resources, premises, and facility at least every 6 months to ensure it meets all the legislative requirements and capabilities required by the quality assurance framework applying to the course offered.

## Requirements

The procedure 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 ASQA Standards, ESOS Act 2000, and other legislation are communicated and understood by new and existing staff.
- c. Existing staffs are provided with development opportunities appropriate to their role with the provider.
- d. Staff performance is monitored and communicated to each employee.

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## Method

### 1. Recruitment

- New staff will be recruited through advertising in the press or through other electronic (e.g. Seek, indeed, careerone, LinkedIn, and trainingjobs) sources available to the provider.
- All applicants must supply a resume and original copies of relevant qualifications.
- Applications will be reviewed for compliance with the requirements of the position.
- Trainers and Assessors must meet the qualification requirements contained in the ASQA Standards.
- Applicants will be short-listed and interviewed.
- Preferred applicants will have their qualifications and experience verified and signed-off by the CEO.
- Training staff who do not possess formal vocational qualifications must have their competencies assessed, mapped and signed-off as satisfactory by the Academic Manager.
- Vibe College will ensure its staffing resources are adequate and hire appropriate number of staff to accommodate the need of students. Vibe College will ensure that we have the capabilities as required by the quality assurance framework applying to the courses offered.

### 2. Induction

- Induction will occur before each staff member completes his or her first week of employment.
- Staff will be inducted by the CEO who will provide them with the following information:
  - a. Provider procedures, policies, information, plans and other documents
  - b. Information on relevant legislation including ESOS Framework & National Standards
  - c. Information provided to prospective students
  - d. Dress code
  - e. Staff introduction and organisational plan
  - f. Location of various departments
  - g. Key cards, keys and other items needed for the performance of their duties
  - h. Vibe College email address.
  - i. job description and obligations to students as staff of Vibe College
- Vibe College maintains list of casual and contracted staff that are available to assist Vibe College during influx of students or to provide substitution during time of need.

For training staff, an additional academic induction will be carried out by the Academic Manager, which will include:

- a. Assessment procedures
- b. Result recording procedures
- c. Location of assessment tools
- d. Resources
- e. Introduction to trainers' drive and Moodle, if required

For Academic Manager, the CEO will be responsible for induction.

### 3. Professional development for Staff & trainers

Training staff qualifications and experience will be reviewed annually against the requirements of the ASQA Standards, curriculum documents and Training Packages. Professional development (PD) policy provides framework for Staff to undertake professional development activities on a regular basis to:

- a. access, understand and implement policies and procedures in a consistent manner

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- b. enhance personal and work performance, organisation and system outcomes, effective work relations and career development.
- c. help continued and equitable development of all staff members to facilitate the fulfilment of the College's primary goals.
- d. recognise the key role of professional development both to the efficient and effective operation of the College and to the work, career and personal goals of staff.
- e. engage staff in a creative and rewarding learning community for the benefit of students, staff and other stakeholders.
- f. ensure they are aware of, and understand legislation that significantly affects their duties
- g. make them aware of and implement the requirements for mutual recognition of the AQF qualifications and Statements of Attainment awarded by other Institute
- h. implement the Institute equity and client service principals as outlined in the Code of Practice.

Vibe College has systematic approach and procedure for professional and career development to ensure that all staff have the on-going capabilities necessary to fulfil their position, develop themselves and their careers, adapt to change and assist in developing others. At Vibe College, Professional development occurs through a range of formal and informal work related activities. These include:

- a. Attendance at: Conferences, seminars, short courses (internal or external) or workshops. Vibe College is member or has subscription to Australian Council for Private Education and Training (ACPET), Australian Hairdressing Council (AHC), Hair & Beauty Industry Association (HBIA), VELG, and multiple other organisations, which regularly provide trainings and newsletters. Vibe College staffs are required to sign up for newsletter from all our member organization.
- b. Participation in: Job exchanges, study tour, Expo and fairs, learning groups, industry bodies, industry visits, mentoring schemes (being mentored and acting as a mentor), subject or course meetings, in the special studies program or undertaking specific project/ consultancy work, courses or programs;
- c. Involvement in Work Integrated Learning: Job exchange, job rotation, shadowing, critical reflection on practice, professional reading, focused consultation with colleagues, obtaining and acting on feedback from students, clients and/or colleagues, networking, temporarily performing duties in another position or undergoing career counselling;
- d. Formal Studies: Studies for formal TAFE or higher education programs at undergraduate or postgraduate level, including research activities;
- e. External Engagement: Service on external committees or working parties to an industry or professional association or involvement in community groups and activities.
- f. External Training: Training from our partnering organization such as Wella, NAK, Pivot Point, and other trainers in the industry.
- g. Subscriptions to Industry journals, magazines, newsletters and other publications.

Vibe College Staff will maintain record of all professional development attendance using 'Staff PD schedule' form. Vibe College will ensure that all staff are informed of PD events and are added to subscription listed for regular training related newsletters and magazines. In addition, Vibe College encourages its employees to review, identify, and suggest new PD events. Vibe College will discuss any areas of PD deemed reasonable during monthly staff meeting.

Staff development activities will be reviewed twice a year and evidence of participation will be placed in their staff file.

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## 4. Training Staff Monitoring

The Academic Manager will work closely with CEO to ensure that training staffs are carrying out their duties in a professional manner. The review will include:

- a. Trainer duties, expectations, development activities and performance goals
  - b. Trainer familiarity and compliance with Institute policies and procedures relating to the delivery of courses, including to international students
  - c. alerting staff to the consequences of non-compliance with Institute policies and procedures and duties
  - d. items on the current staff induction checklist and whether a need exists to review the checklist to better reflect trainer duties.
- A formal staff appraisal will be conducted annually, during which time staff who have been employed for more than 3 months by the Institute will meet with their respective supervisor(s) to discuss actions and activities that need to be implemented to improve the staff members' contribution. Such actions may include implementation of professional development, discussion of issues that may be impacting upon the staff members' ability to carry out their duties; such issues may not be systemic, but apply specifically to the staff member engaging in the review.
  - The outcome of the staff appraisal meetings will be documented and placed on the staff member's file kept with the CEO.
  - Staff performance will be monitored continuously and counselling and feedback provided where appropriate.

## 5. Supervision of Unqualified Trainers

Currently Vibe College do not hire unqualified trainers, but if unqualified trainers are hired in future, Vibe College will ensure all requirement under **RTO Standard 1** (clause 1.17-1.21) related to supervision of unqualified trainers will be implemented. In addition, we will also abide by other clauses within **RTO Standard 1** that relates to trainer and assessor requirements.

Unqualified trainers must be supervised by Head Educator or a person who has a Certificate IV in Training and Assessment along with appropriate vocational competencies:

The supervisor will:

- a. Check and approve all training session plans/course outlines with the Trainer
- b. Check and approve all assessment resources prepared and / or used by the Trainer
- c. Attend some training sessions
- d. Meet with the Trainer on a weekly basis while training is being undertaken
- e. Maintain a written record of the above activities for each Trainer.
- f. Ensure that they monitor and are accountable for all training provision and collection of assessment evidenced by the unqualified trainer.

## 6. Joint Assessment with Unqualified Assessors

- Unqualified assessors must be jointly assessed with a person who has the assessor competencies from the Certificate IV in Training and Assessment TAE40110 Certificate IV in Training and Assessment.
- At least one Trainer must have demonstrated the relevant vocational competencies to the level being assessed.
- Both assessors must sign-off on the final assessment.



## 7. Ensuring Sufficient Educational Resources

Vibe College will ensure that it has sufficient resources to provide students with every opportunity to achieve their educational objectives, Vibe College will ensure:

- there is sufficient space for all students by not over enrolling students.
- that only authorised number of international student are enrolled at any given time.
- the facilities and equipment meet the requirements of the Training Package by analysing and comparing the specified required against facilities and equipment on hand.

As part of the establishment of the Training Organisation, Management will:

- analyse the requirements of the Training Package
- developed a matrix to ensure their equipment meets the Training Package and Industry requirements.
- Establish a Service Agreement with Wella Professionals, Pivot Point, & NAK and other related organisation to supply learners with appropriate Learning resources.
- Provide Students with a Kit to assist them in undertaking the course.

Vibe College ensure all staff employed by the college are suitably qualified or experienced in relation to the functions they perform for students by following above policy and procedures.

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