



TYPE OF DOCUMENT:	POLICY
TITLE:	RECRUITMENT, SELECTION AND INDUCTION
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POLICY STATEMENT

Perth Boat School acknowledges that all personnel (staff or contractors) are of critical importance to the success of the business and in meeting customer needs and achieving strategic objectives. Perth Boat School will ensure that each person employed to conduct training, assessment or client services on behalf of Perth Boat School, is competent for the functions they perform.

Perth Boat School will recruit only high caliber personnel meeting the specific selection criteria and will invest in their training and professional development for the provision of effective and efficient training products and services. Perth Boat School is committed to ensuring all personnel performing training and assessment functions on behalf of Perth Boat School, possess the relevant competencies and experience to provide quality training and assessment services.

It is Perth Boat School's policy to:

- * have written procedures in place for the recruitment, selection, induction, ongoing development and performance evaluation of all staff and contractors;**
- * ensure that all persons have the relevant competencies to undertake their activities;**
- * have training delivered and assessments carried out by personnel with the knowledge, experience and skills necessary to ensure quality learning;**
- * ensure that all trainers hold the Certificate IV in Training and Assessment or Certificate IV in Assessment and Workplace Training; and**
- * ensure that all Assessors will hold the relevant competencies as specified in the AQTF.**



RECRUITMENT, SELECTION AND INDUCTION

1.0 INTRODUCTION

Perth Boat School recognises the invaluable contribution of personnel to maintaining efficient and effective business operations. As such, it is vitally important that stringent selection procedures are applied to ensure that those personnel engaged possess the required qualifications, experience and personal attributes.

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to have appropriately qualified and experienced personnel along with processes and procedures in place for managing the competence of RTO personnel.

2.0 POLICY PRINCIPLES :

2.1 Staff Recruitment and Competence

2.1.1 Perth Boat School ensures that all staff are competent and suitably qualified to undertake their specified role, including the provision of customer service in training and assessment.

2.2 Trainer Recruitment and Competence

2.2.1 Perth Boat School ensures that trainers are competent and suitably qualified to conduct training. Trainers hold nationally recognised training qualifications and maintain competence in the subject areas they deliver. Perth Boat School trainers have:

- Demonstrated competencies at least to the level being delivered
- Demonstrated competencies of the TAA40104 Certificate IV in Training and Assessment or BSZ40198 Certificate IV in Assessment and Workplace Training

9.1.3 Perth Boat School ensures Trainers undergo formal induction, performance evaluation and professional development.

2.3 Assessor Recruitment and competence

2.3.1 Perth Boat School ensures that assessors are competent and suitably qualified to conduct assessment. Assessors hold nationally recognized training assessment qualifications and maintain competence in the subject areas they assess.

2.3.2 Perth Boat School ensures Assessors undergo formal induction, performance evaluation and professional development.

2.4 Staff / Trainer and Assessor Induction

2.4.1 Perth Boat School ensures that all staff receive a comprehensive induction, including the provision of a Staff Induction Manual and a discussion with Director Perth Boat School to review the staff members understanding of information contained in the manual.

2.4.2 Staff Induction is recorded on a Staff Induction Checklist, which is signed by the new employee and Director Perth Boat School and kept on an Individual personnel file.



3.0 SUPPORTING DOCUMENTATION

Perth Boat School documentation which supports the implementation of this Policy includes:

- F31_01 Staff file & PD record form
- F31_02 Application form
- F31_03 Trainer/Assessor approval form
- F31_04 Staff file note
- F31_05 Trainer/Assessor competency mapping
- F31_06 Approved trainers
- F31_07 Job Description Forms (various)
- F31_09 Staff Induction Checklist
- F31_10 R&S register and progress form
- Staff Induction online
- Recruitment and selection file
- F28_01 Partnership Agreement



4.0 PROCEDURES :

STAFF RECRUITMENT, SELECTION AND INDUCTION

31-01

Step One – Staff Recruitment

- 1 The Director of Perth Boat School will identify the need for additional personnel.
- 2 The Director of Perth Boat School will ensure the JDF for the position is developed and up to date.
- 3 The Director of Perth Boat School will advertise the position.
- 4 A potential applicant will enquire about the position. The Director of Perth Boat School will discuss position and requirements, requesting a current CV from the applicant.
- 5 Applications will be accepted, candidates must have appropriate training qualifications.
- 6 Candidates must address the selection criteria, provide a CV and complete an application form.
- 7 All applications received will be sent a confirmation letter.

Step Two – Selection

- 1 The Director of Perth Boat School will determine a shortlist of candidates for interview.
- 2 Short listed applicants will be invited to an interview.

Step Three – Interview

- 1 The Director of Perth Boat School will conduct the interview, contact referees, verify qualifications.
- 2 The Director of Perth Boat School will make selection of the successful applicant.

Step Four – Notification

- 1 All applicants will receive a letter acknowledging the outcome of the selection process.
- 2 Unsuccessful applicants may request feedback for the selection decision. The Director of Perth Boat School will provide feedback as appropriate.
- 3 The successful applicant will be contacted by telephoned and offered the position.

Step Five – Contract

- 1 The Director of Perth Boat School will negotiate payment rates with the successful applicant and develop a suitable contract, in the form of a MOA.
- 2 The successful applicant will sign the MOA document. As per MOA policy.



- 3 The successful applicant will be provided with a copy of the MOA document.
- 4 A personal file will be generated and the original signed MOA will be placed there.

Step Six – Preparation for the new staff member

- 1 The Director of Perth Boat School will organise the following for the first day of the new staff member
 - Work station, computer, as required
 - Appropriate Computer software, as required
 - Computer login and access , as required
 - Email account, as required
 - Business cards, as required

Step Seven – Induction

- 1 On the first day the new person will :
 - speak with the Director Perth Boat School,
 - be provided with a Staff induction manual
 - be provided with computer logon, and email account, as required
- 2 The new staff member will receive ongoing on-the-job training as appropriate.
- 3 The Manager of Perth Boat School will conduct a formal induction session with the new person, covering all key areas of operations as per the Induction Manual.
- 4 The Manager of Perth Boat School and the new person will sign the Induction Checklist
- 5 The induction checklist will be kept on the Individual Personnel file for the new staff member.