



Staff Recruitment Policy

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Staff Recruitment Policy

Purpose

This Policy sets out the guidelines and minimum requirements for recruiting staff at Lyons College.

Scope

This Policy covers any Lyons College staff member responsible or involved in recruitment decisions and any prospective employee of Lyons College. In both cases, current staff and prospective employees includes permanent part time, permanent full time, contractors, casual and sessional staff.

Policy

This Policy reflects Lyons College's commitment to fair, transparent and equitable recruitment, ensuring that staff are appropriately qualified for the roles they apply for. The recruitment of appropriately qualified staff helps to ensure that Lyons College meets its academic and strategic objectives. This will create the right culture for continuous improvement and maximising the student experience.

Equal Employment Opportunity

Lyons College undertakes to ensure that recruitment and selection comply with Australian Equal Employment Opportunity legislation. Recruitment, selection and appointment decisions will be based on merit and the recruitment process will be conducted in a transparent and fair manner.

Reasonable Adjustment

Lyons College will make any reasonable adjustment for a successful candidate who may have a medical condition or disability which requires changes to the workplace. Lyons College will endeavour to provide the best possible opportunity for such staff to excel in the workplace. Reasonable adjustments could include changes to workstations, access to specialised software, availability of assistive equipment or adjustment of work tasks.

Aboriginal and/or Torres Strait Islander Employment/Recruitment

Lyons College acknowledges the traditional owners and custodians of the land where our campus is located, the Wurundjeri people of the Kulin Nation. Lyons College is committed to equity and diversity, both in the workplace through staff recruitment and with student cohorts. Lyons College encourages applications for any roles from appropriately qualified people of Aboriginal and/or Torres Strait Island backgrounds.

Confidentiality and Privacy

All staff involved in recruitment and selection processes must uphold the principles of confidentiality and privacy as outlined in the *Privacy Policy* and associated Procedure. Any reported breaches of confidentiality and privacy will be dealt with in accordance with the *Staff Code of Conduct*.

Conflicts of Interest

A person who has or has had a close personal relationship with an applicant, or who has had any other non-work related interest shall not take part in any aspect of the selection process given the risk of potential or actual conflict of interest.

Essential Selection Criteria overview

Lyons College recruits staff for various roles and levels of seniority in its organisational structure. Whilst each position will require consideration against selection criteria and required competencies (as covered in the Workforce Plan), the essential criteria for the three key areas of teaching are covered in this Policy. Lyons College will apply, in general all of the principles contained in this policy to the recruitment of all staff whether academic, administrative or executive (including board appointments).

Essential Academic Selection Criteria- VET

In accordance with clause 1.13 of the *Registered Training Organisation Standards 2015*, training and assessment is delivered only by persons who have:

- 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
- c) current knowledge and skills in vocational training and learning that informs their training and assessment.

For this reason, any candidates seeking employment as a Vocational Education and Training trainer and assessor will need to meet the above criteria.

Please see below extract from the *Users' Guide to the Standards for Registered Training Organisations 2015 Version 2.0 November 2017* published by the Australian Skills Quality Authority in relation to minimum requirements for trainers and assessors.

Requirements 1 January 2016 to 31 March 2019	Requirements from 1 April 2019
Trainers and assessors	
<p>As of 1 January 2016, your trainers and assessors must hold:</p> <ul style="list-style-type: none"> ➤ TAE40110 Certificate IV in Training and Assessment (or its successor), or ➤ a diploma or higher level qualification in adult education. 	<p>As of 31 March 2019, your trainers and assessors must hold:</p> <ul style="list-style-type: none"> ➤ TAE40116 Certificate IV in Training and Assessment or its successor <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ➤ TAE40110 Certificate IV in Training and Assessment plus the following units: <ul style="list-style-type: none"> ○ TAELLN411 (or its successor) or ○ TAELLN401A, and – TAEASS502 (or its successor) or TAEASS502A or TAEASS502B <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ➤ a diploma or higher level qualification in adult education.
Assessors	
<p>Anyone who provides assessment only (i.e. does not deliver training) must hold the:</p> <ul style="list-style-type: none"> ➤ TAESS00001 Assessor Skill Set (or its successor), <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ➤ TAE40110 Certificate IV in Training and Assessment (or its successor), <p style="text-align: center;">or</p> <p>a diploma or higher level qualification in adult education.</p>	<p>Anyone who provides assessment only (i.e. does not deliver training) must hold the:</p> <ul style="list-style-type: none"> ➤ TAESS00011 Assessor Skill Set or its successor <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ➤ TAESS00001 Assessor Skill Set, plus one of the following: <ul style="list-style-type: none"> ○ TAEASS502 Design and Develop Assessment Tools, or ○ TAEASS502A Design and Develop Assessment Tools, or ○ TAEASS502B Design and Develop Assessment Tools. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ➤ TAE40116 Certificate IV in Training and Assessment or its successor <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ➤ TAE40110 Certificate IV in Training and Assessment plus the following units: <ul style="list-style-type: none"> ○ TAELLN411 (or its successor) or TAELLN401A ○ TAEASS502 (or its successor) or TAEASS502A or TAEASS502B <p style="text-align: center;">or</p> <p>a diploma or higher level qualification in adult education.</p>

Disallowed Person

Any potential candidate must sign a declaration that they are not a Disallowed Person as defined in the *2018-19 Restricted VET Funding Contract*. (the following is current at the time of publication but readers ought to independently ensure that they do not fall within the current provisions of the Disallowed Person test).

Disallowed Person means any person (which, to avoid doubt, includes any of the types of entity specified in Clause 1.2(h)) who, since 1 January 2011:

- a) was a registered training organisation that was party to a contract with the Department regarding government subsidised training which the Department terminated for any reason other than on a ground equivalent to one of the grounds specified in Clauses 18.3(f), 18.3(g) and 18.3(h), or a Relevant Person at such a registered training organisation;
- b) was a registered training organisation that:
 - i) had its registration under the Act, National Act or relevant equivalent legislation revoked, suspended, or cancelled for a reason / or reasons that the Department considers would have affected its ability to provide services equivalent to the Training Services; or
 - ii) had restrictions imposed on its registered training organisation operations that the Department considers would have affected its ability to provide services equivalent to the Training Services,or was a Relevant Person at such a registered training organisation;
- c) was a registered training organisation that was subject to any other VET Funding Arrangement Termination Event, or a Relevant Person at such a registered training organisation; or
- d) was responsible, via their acts or omissions, for any of the matters raised in paragraph (a), (b) or (c) occurring to another person or entity.

Essential Academic Selection Criteria- Higher Education

Candidates seeking employment in a Higher Education academic position must be appropriately qualified in the relevant discipline and are normally required to have qualifications at least one Australian Qualifications Framework level higher than the level they will be teaching.

Candidates for Higher Education academic positions will also be required to have an understanding of current scholarship and/or professional practice in the discipline they teach and have an understanding of pedagogical and/or adult learning principles.