

SELECTION, APPOINTMENT, AND INDUCTION POLICY ACADEMIC AND ADMINISTRATION STAFF (VOCATIONAL OPERATIONS)

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1.0 Purpose

The purpose of this policy is to define the framework for the EIT management team in undertaking the selection, appointment, and induction of administrative and academic staff with integrity, dignity and professionalism. This Policy should be read in conjunction with the *Selection, Appointment, and Induction Procedure - Academic and Administration Staff.VET*.

2.0 Scope

This policy applies to all administrative and academic staff being recruited and inducted into EIT who will be involved with EIT's Vocational Education and Training (VET) and Professional Certificate of Competency courses and activities, and the staff undertaking those recruitment and induction functions.

3.0 Overview

Based on the well-established position that one of the most important elements of an education institution is to be able to effectively source outstanding committed staff, a clearly understood policy on appointment of academic and administrative staff is vital. This policy covers the selection and induction of administrative and academic staff, including the preferred policy on handling staff during the probationary period.

4.0 Implementation

4.1 Selection of Administration Staff

The selection and appointment of administration staff for EIT includes the following:

- Employment duties, employment award classification/level, and required qualifications and experience are determined by the Dean of Engineering and the relevant business area manager;
- An internal advertisement, within EIT and its parent company, or an external advertisement on an employment web site is used to attract appropriate staff. An employment agency may only be used as a last resort;
- A selection panel of at least two persons will be created for each position. This panel will be composed of the Dean of Engineering, the relevant business area manager, the Human Resources Manager (if required) or another appointed by the Dean of Engineering;
- The selection panel is responsible for preparing a short list, arranging, and conducting interviews as required, and making appointment recommendations/decisions; and
- The Human Resources Manager or Human Resources Assistant is responsible for obtaining referee reports on the selected candidate.

4.2 Selection of Academic Staff

The selection and appointment of academic staff for EIT includes the following:

- Adherence with the requirement of the *Standards for Registered Training Organisations (RTOs) 2015*. This determination specifies the minimum qualifications or competencies that must be held by trainers, people delivering nationally recognised training under supervision, and assessors in the VET sector;
- Employment duties, and required vocational qualifications and experience are determined by the Dean of Engineering and/or the College Manager;
- An internal advertisement, within EIT and its sister company, or an external advertisement on a web site or through an employment agency, is used to attract appropriate staff;
- The screening of all initial applications by the Human Resources Manager or Human Resources Assistant who will then make recommendations to the Dean of Engineering and/or College Manager;
- Academic Staff are expected to be the equivalent of professional engineers, with a good many years of experience in their fields of expertise or highly experienced professional technologists and technicians.
- The following attributes are expected in would-be lecturers:
 - Competence in the subject matter;
 - Awareness of the program's purpose and learning outcomes;
 - Knowledge and skill in instructional methods;
 - Knowledge and skills in modern instructional technologies (e.g., web and video conferencing and a Learning Management System); and

- Ability to communicate with the students at their appropriate levels – i.e., interact with and impart knowledge to tradesmen/women, technicians, technologists, and engineers – all acquiring knowledge in the same learning outcome areas.
- If the applicant is deemed suitable the Human Resources Manager is responsible for checking referees on all academic staff;
- Once appointment decisions have been finalised the Human Resources Manager is to send the applicant all relevant contractual documentation and request copies of all certificates or testamurs claimed by the applicant to initiate their review period; and
- Care needs to be taken in confirming that the would-be instructor is employed in the right contractual framework (e.g., casual / contractor / country of jurisdiction) and all entitlements (e.g., superannuation / insurance) checked.

4.3 Induction of Staff

4.3.1 Administrative Staff

Administrative staff are provided with an induction program tailored to their particular type of staff development/position.

The formal induction program will cover:

- An overview of, and access to, all relevant EIT policies and procedures that relate to their required duties;
- A current copy of (or web link to) the VET Quality Framework;
- An overview of Occupational Health and Safety Guidelines;
- Any required training on the use of delivery technologies currently in use; and
- On-the-job training.

4.3.2 Academic (Training and Assessment) Staff

It is critical that new academic staff achieve a good level of understanding of the (mainly) synchronous online technologies to optimise their performance and satisfaction. The induction of new academic staff is thus particularly important to their long-term success and is detailed below.

Academic staff will be required to undertake training in the use of online learning technologies to be used in the development of curriculum resources, teaching methods, delivery of instruction and interaction with students inter alia.

As a part of a continuing professional development policy with the online technologies, academic staff are:

- Encouraged to attend each other's lectures/webinars;
- Encouraged to attend conferences and courses run by other organisations in relevant technical fields; and

- Involved in the development and writing of new course proposals and content, as well as reviewing and critiquing the work of other lecturing staff.

All prospective academic staff are required to attend/view recordings of webinars relevant to their fields of study and those which they intend to teach. Feedback is then provided. Further monitoring is undertaken by experienced staff through trial presentations before a new lecturer runs a webinar independently.

It is critical that only the highest presentation standards are observed to ensure the students get an outstanding experience. This must be clearly communicated to the instructor by the HR Manager.

Further preparation may be required by the new academic staff member.

4.4 Staff Performance During Probationary Period

New staff will be assisted through the probationary period to perform the duties described in their employment contract to the standard required.

Staff performance is assessed through the use of the following:

- Reviews conducted by the relevant business area manager on a regular basis based on knowledge obtained during the normal management of administrative and teaching operations;
- Lecturer webinars are viewed on a regular basis by the Learning Support Officers and feedback is provided to the lecturer;
- Where a lecturer's performance fails to meet the required standards, the issues identified are communicated to the College Manager. Feedback is provided to the lecturer and the lecturer's webinars are monitored to see improvement. Should the lecturer not show sufficient improvement or not respond to the feedback then they are not provided with any more units/ modules to teach or assess; and
- The results obtained from Student Feedback survey instruments.

5.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

6.0 Related Documents

- Diversity, Fair Treatment and Equal Opportunity Policy
- EIT Contingency and Succession Plan.DS
- EIT Ethics Statement.DS
- EIT Facilities.DS
- EIT Organisational Chart - Reporting Relationships.DS
- EIT Organisational Structure - Personnel.DS
- EIT Purchasing and Payment Procedure.DS
- EIT Staff Performance Review Form.DS
- EIT Staff Performance Review Guide.DS
- EIT Strategic Plan 2021 - 2031. DS
- EIT Working from Home Assessment Checklist.DS
- EIT01 Training and Assessment Policy
- EIT01.5 Trainers and Assessors Policy
- EIT07 Governance and Administration Policy
- EIT08 VET Regulator Cooperation & Legal Compliance
- Emergency and Critical Incident Policy & Procedure.DS
- Critical Incident Form
- Health and Wellbeing Policy and Procedure.DS
- Information Management and Security Policy and Procedure.DS
- IT Policy for System Administrators and Managers.DS
- Learning and Teaching Policy.VET
- Privacy Policy.DS
- Procedure for Dissemination and Promotion of Policies and Procedures.DS
- Records Management Policy and Procedure.DS
- Risk Management Policy.DS
- Risk Management Register.DS
- Safety, Emergency and Critical Incident Policy and Procedure
- Selection, Appointment and Induction Procedure – Academic and Administration Staff.VET
- Staff Development Policy.DS
- Staff Drug and Alcohol Policy and Procedure.DS
- Staff Grievance Policy.DS
- Staff Grievance Procedure.DS
- Staff Performance Review Policy and Procedure.DS
- Work, Health and Safety Policy.DS

7.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory education providers:
[NB: replace any state-based legislation with that relevant to your State]

- [*Age Discrimination Act 2004 \(Cwth.\)*](#)
- [*Australian Human Rights Commission Act 1986 \(Cwth.\)*](#)
- [*Disability Discrimination Act 1992 \(Cwth.\)*](#)
- [*Disability Services Act 1986 \(WA\)*](#)
- [*Educational Services \(Post-Secondary Education\) Award 2020*](#)
- [*Equal Opportunity Act 1984 \(WA\)*](#)
- [*Fair Work Act 2009 \(Cwth.\)*](#)
- [*Privacy Act 1988 \(Cwth.\)*](#)
- [*Racial Discrimination Act 1975 \(Cwth.\)*](#)
- [*Sex Discrimination Act 1984 \(Cwth.\)*](#)
- [*Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwth.\)*](#)
- [*Work Health and Safety Act 2011*](#)
- [*Work Health and Safety Act 2020 \(WA\)*](#)

8.0 Accountabilities

The Governance Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.