



Mastery Institute Australia

**Staff Recruitment and Selection
Policy and Procedure**

Version 1.1

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1. Purpose

This policy outlines Mastery Institute Australia (MIA) approach to recruitment, selection and induction of staff members. It supports MIA's capability to attract and retain employees and maintain consistent, equitable and effective approach to recruitment and selection of staff that helps meet its strategic objectives.

2. Scope

This policy applies to recruitment and selection of all new staff members in all operational and academic areas.

Exclusion: This policy does not apply to the recruitment and selection of the Directors.

3. Definitions

Recruitment: Refers to the process of attracting best available staff for available positions at MIA.

Selection: Refers to the process of choosing the individual best suited to perform the requirements of a particular position.

Merit Selection: Selection based on merit is where the best possible match is made between qualifications, knowledge, skills, abilities and relevant experience of the applicants, and the selection criteria in the Position Description

Casual Employment: Short-term employment on an hourly basis with flexible hours that can be varied and modified to suit specific positions/roles.

Continuing Employment: Infers an on-going and permanent nature of employment with no fixed end date.

Fixed-term Employment: Refers to a fixed-term contracted position that has a start and an end date.

Employment Contract: A mutually acceptable contract of conditions, responsibilities, scope, entitlements and terms of employment.



4. Legislative Context

- Outcome Standards for RTOs, Standard 3.1,3.2, 3.3, 4.2
- Equal Opportunity for Women in the Workplace Act (1999) (Commonwealth)
- Sex Discrimination Act (1984) (Commonwealth)
- Racial Discrimination Act (1975) (Commonwealth)
- Disability Discrimination Act (1992) (Commonwealth)
- Human Rights and Equal Opportunity Commission Act (1986) (Commonwealth)
- Equal Opportunity Act (2010)
- Age Discrimination Act (2004) (Commonwealth)

5. Policy

5.1 MIA is committed to ensuring that it employs qualified and experienced people and that they are provided with adequate information and support. Mastery Institute Australia

5.2 The objectives of this policy are to enable MIA to attract and retain skilled, motivated and client-focused employees. It ensures;

- An effective and efficient recruitment process which is transparent, professional and timely.
- A fair and equitable selection process which is based on merit, complies with legislation and promotes a diverse workforce
- That all new employees are inducted appropriately to MIA;
 - Probation is managed in a timely and appropriate manner to assist the new employees to adjust to their new role and environment successfully.

5.3 All employees undertake a probationary period that is reasonable with respect to the nature of their job and the entire circumstances of the employment. The probation period is specified in the employment contract.

5.4 MIA will ensure that its recruitment and selection processes;

- Are conducted fairly with selection decisions based on merit which is determined by assessing applicants' skills, knowledge and behaviours against key selection criteria included in the relevant position description
- Promote MIA as an employer of choice to internal and external candidates.
- Support a diverse workforce
- Are consistent with equal employment opportunity principles and treat candidates ethically, fairly and respectfully

- Are transparent, whilst balancing the need for confidentiality of all applicants
- Are timely and efficient

5.5 When assessing applicants, only selection criteria will be taken into account and no discrimination will be made based on other applicant characteristics. In the case of casual and sessional staff, merit is determined by assessing applicants' qualifications, skills, knowledge and experience against the duties to be performed.

5.6 All academic appointments must be in accordance with minimum teaching requirements as required under AQF qualifications structure. All academic staff must possess a qualification level higher than the qualification for which they are being considered.

5.7 When recruiting academic staff, MIA will ensure that trainers and assessors are selected who;

- A. Have the necessary training and assessment competencies as determined by the Standards for RTOs 2015; and
- B. Have the relevant vocational competencies at least to the level being delivered or assessed; and
- C. Can demonstrate current industry skills directly relevant to the training/assessment being undertaken; and
- D. Continue to develop their vocational education and training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.

The above will be included in the selection criteria and assessed during the interview process.

5.8 For new staff inductions, MIA will include information on legislative and regulatory requirements that affect their duties or participation in vocational education and training. MIA will also ensure that all staff members are aware of their specific obligations under the ESOS Act and the relevant standards under SRTOs 2015 as part of the induction program. This information will also be included in Staff Code of Conduct, and continuously updated and communicated if there are any changes or announcements.

5.9 All appointed positions are subject to a satisfactory yearly performance review. The performance review will serve as an opportunity to identify strong areas of performance and areas where professional development may be required.

5.10 With a focus on quality training, assessment, and services, and commitment to continuous improvement, MIA will provide the staff members with professional development opportunities which may include in-house PD sessions or external opportunities. Staff members will be encouraged to draw up a PD plan and monitor their own progress.

5.11 This policy does not limit the right of MIA to dismiss an employee whose misconduct is so grave to warrant summary dismissal.

5.12 Training and Assessment staff

- Training and assessment staff, at the minimum, would be required to have;
- TAE40116 Certificate IV in Training and Assessment or its successor;

OR

- TAE40110 Certificate IV in Training and Assessment, and one of the following:
- TAELN411 Address adult language, literacy and numeracy skills or its successor, or
- TAELN401A Address adult language, literacy and numeracy skills

and one of the following:

- TAEASS502 Design and develop assessment tools or its successor or
- TAEASS502A Design and develop assessment tools or
- TAEASS502B Design and develop assessment tools.

OR

- A diploma or higher-level qualification in adult education.
- Prior to January 2016, demonstrated equivalence competencies may be considered. However, from January 2016, the above requirements must be met.
- Existing training and assessment staff must ensure that they also meet these requirements, and if needed, develop a professional development plan to achieve the required competencies/skill sets.
- All trainers and assessors, when employed, must develop and implement a professional development plan to keep abreast with the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment.

5.13 In a situation where MIA engages an individual who is not a trainer or assessor, the individual shall work under the supervision of a trainer and does not determine assessment outcomes. MIA shall implement a supervision policy and ensure that trainers providing supervision monitor and are accountable for all training provision and collection of assessment evidence by the individual under their supervision.

5.14 All the new training and assessment staff will need to go through additional induction into the SRTOs, the National Code (ESOS Act), and attend information sessions/meetings organised by MIA during their employment from time to time to keep themselves abreast of any changes in the regulatory requirements. Job descriptions to reflect the same.



6. Procedure

6.1 Recruitment

- Any person who is to be made an employment offer must provide proof of their Right to Work by providing an original copy of at least one of the following documents:
 - A full Australian birth certificate; or
 - An Australian citizenship certificate; or
 - A certificate of evidence of citizenship; or
 - An Australian passport; or
 - A valid visa with work rights
- The HR Manager or Academic Manager will identify relevant skills, knowledge, experience and qualifications for the required position and develop selection criteria. The selection criteria should be explicit, in line with industry standards and job responsibilities.
- Once the position criteria have been determined, a decision has to be made regarding the best way to reach the pool of people suitable for the job. Every effort will be made to ensure that a reasonable pool of applicants from which to draw has been made. This pool of applicants can be captured in varying ways, dependent upon circumstances such as the lead-time available to fill the job, the likely availability of potential applicants' etc. Casual staff may be recruited from a range of sources and recruitment options may include:
 - Public advertisements in the media
 - Advertisements through professional associations, job boards etc.
 - Job seekers approaching the school/portfolio
 - Approaching business colleges/industry links
 - Post graduate students
- In disciplines where applicants are plentiful, eligibility lists for casual positions can be created so that a suitable applicant can be called upon at short notice.
- Positions will be open to internal and external candidates; however, the delegated authority (e.g. CEO) may approve to waive advertising of a particular vacancy.
- Recruitment will primarily be conducted through the advertising of the vacancy.
- Recruitment practices will encourage a quality pool of competitive applicants from diverse backgrounds.

6.2 Merit Selection



- A Selection Panel will be established to review and decide on all permanent, fixed term and continuing employment applications.
- Once an applicant list is established, their knowledge, skills and experience need to be assessed by the selection panel against the pre-determined job criteria.
- In addition to CV and an application form, all applicants should be asked to provide a summary of relevant experience, skills (especially in areas where they may be supervising/using equipment and or chemicals) and qualifications should be verified, and references checked. In addition, specific requirements under VQF as described in 5.6 of this policy will be ascertained.
- The selection process will be systematic, fair and documented to ensure that the best person for the job is chosen. It is not necessary to form a selection committee for all casual appointments, but wherever possible there will be more than one person making the selection and potential conflict of interest avoided. The selection will be based on a systematic assessment of each applicant's experience, skills and qualifications using information gathered from the application/CV, interview, skills testing (if applicable) and references.
- All selection decisions will be informed by a selection panel member utilising methodology like CV review, interviewing with a focus on behavioural interviewing, presentations, performance-based tasks, work samples and testing.
- The panel would include a diverse range of views and each member of the selection panel will be encouraged to contribute independently to the determination of candidates' relative suitability for the position.
- Applications may be screened to narrow the applicants by the panel. All panel members will have access to all applications on request.
- Reference checking is mandatory in all selection processes.
- If the position requires the employee to have a Blue Card and/or any other mandatory check, these checks will be conducted as part of the selection process.

6.3 Employee Induction and Probation

- New employees will be provided with a letter of offer and an employment contract, which must be signed and returned prior to commencement of employment.
- Employees new to MIA will be appointed on a probationary period. The CEO or respective department head is responsible for deciding whether employment will be confirmed before the end of the probation period.
- The HR Manager is responsible to provide new employees with an induction to MIA, their position and the work environment.
- New employees must complete induction process.



- The probation provisions within this policy do not apply to;
 - Certain categories of senior staff
 - Casual staff
 - An existing continuing MIA employee who is appointed to another position within MIA and who has previously served a probationary period or whose service has already exceeded any necessary probationary period
 - A MIA employee on a second or subsequent fixed term contract where the duties are substantially the same

6.4 Termination of Employment

- Cases of misconduct/serious misconduct should immediately be referred to the relevant HR Manager
- Where instances of poor performance persist and the employment is required to be terminated, relevant manager must report and consult with the HR Manager and CEO to arrive at a decision
- All terminations will be dealt according to termination clauses in respective employment contracts
- The intention not to confirm employment of an employee within a probationary period must be communicated to the employee before the expiry of that period, in writing
- Breach of Staff Code of Conduct

7. Casual and Sessional Staff

Casual and sessional staff members are not required to undergo the full selection process detailed in this procedure. However, these staff must meet the requirements for the role they undertake, and selection must occur in a non-discriminatory and fair manner.

Casual and Sessional staff will be informed of their duties and responsibilities by their immediate supervisor on the first day of their employment. A documented list of duties will be provided and communicated.

Prior to the commencement of a **casual or a sessional employee**, MIA Employment Contract must be completed along with the following documents and forwarded to the HR Manager:

- Personal Details form
- Banking Details form
- Tax File Declaration form

Casual and sessional staff under these contracts will be paid on an hourly rate as mutually agreed and claim the payment using timesheets for each pay period they work.

8. Position Description and Selection Criteria

A position description must be prepared/reviewed (if available) for all the permanent, fixed term and casual positions to ensure it accurately reflects the duties and responsibilities of the position. The relevant manager is accountable for its content and accuracy.

The key selection criteria and position description will be written to outline the requirements of the position and to attract and encourage a suitable pool of applicants.

The key selection criteria are representative of the skills, knowledge and experience required. Reasonable adjustments may be made to enable individuals with disabilities to perform the essential functions.

9. Composition of Selection Panel

Selection Panels must include gender balance and will, at a minimum consist of:

- The immediate manager (or nominee) for the position as the Chair; and
- A person with relevant expertise; and
- The HR Manager

Additional person/s may be included as panel members if desired. In case of senior appointments, the composition of the merit selection panel may include people with relevant high academic and professional standing.

10. Responsibility

The HR Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy and procedure.

HR Manager will be responsible for;

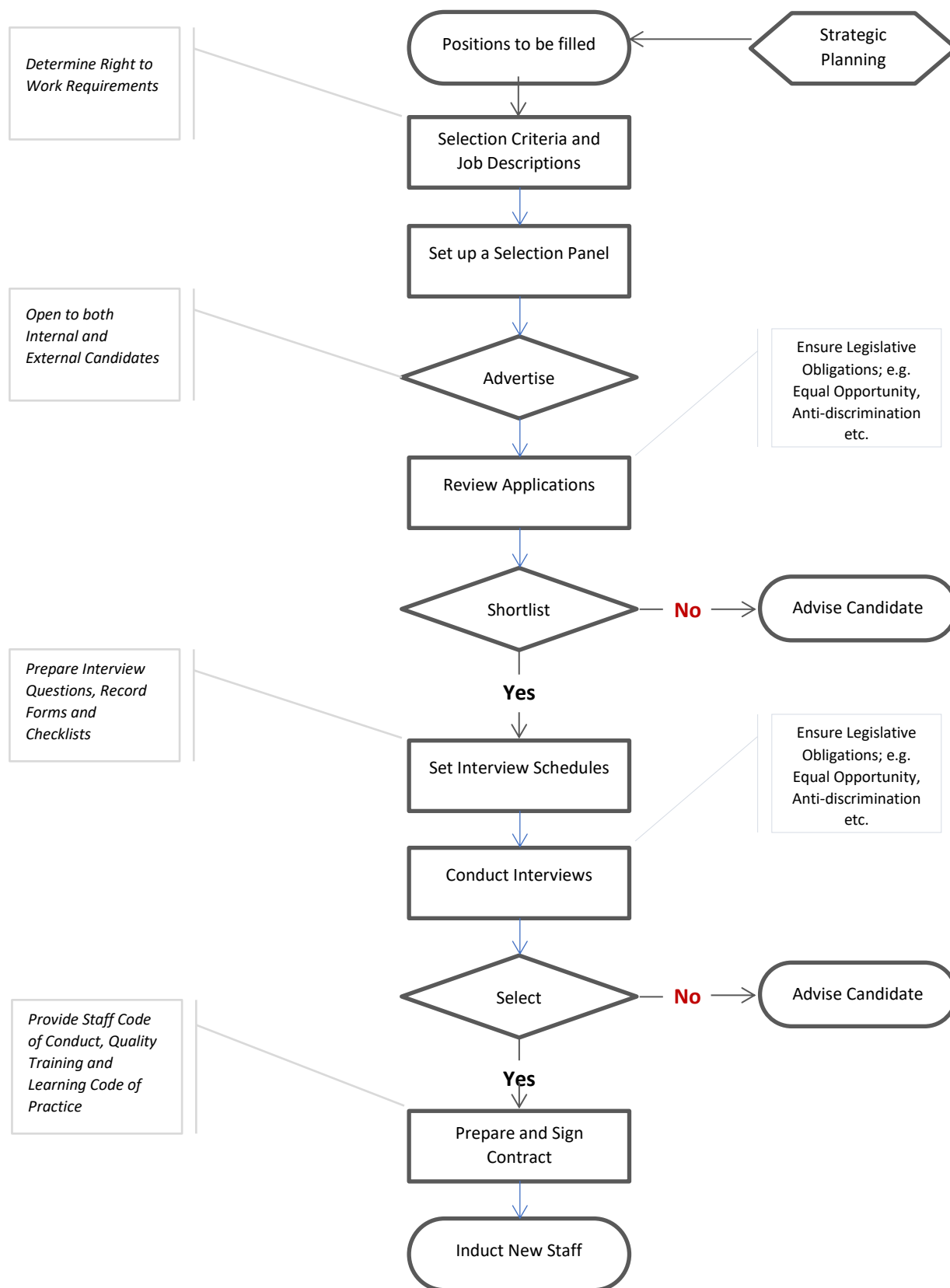
- Preparing and reviewing position descriptions;
- Recruitment advertising, receipt and acknowledgement of applications, administration of the recruitment and selection process in consultation with the HR Manager and chair of the Merit Selection Panel



- Preparing contract of employment for continuing, fixed term, secondments and temporary appointments;
- Advising unsuccessful applicants that were not short-listed;
- Maintaining and securely storing personnel records and files for fixed-term and continuing employees.

The CEO has overall responsibility for the implementation and review of this policy and procedure.

Recruitment, Selection and Induction Procedure





P&P Version Control	
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Standards:	Outcome Standards for RTOs, Standard 3.1,3.2, 3.3, 4.2 Credential Policy for RTOs Standard 6 Clauses 6.7, 6.9, 11.2.5, 11.2.6 (The National Code 2018)
Responsibility	CEO and Compliance Team
Reference	Outcome Standards for RTOs, Standard 3.1. Effective workforce management ensures appropriate staffing to deliver the services. Outcome Standards for RTOs, Standard 3.2. Training and assessment is delivered by credentialled people with current skills and knowledge in training and assessment. Outcome Standards for RTOs, Standard 3.3. Training and assessment is delivered by people with current industry skills and knowledge relevant to the training product. Outcome Standards for RTOs, Standard 4.2. Roles and responsibilities are clearly defined and understood. Credential Policy for RTOs