

STAFF RECRUITMENT AND PROFESSIONAL DEVELOPMENT POLICY

1. Purpose

The purpose of this policy is to ensure that International Institute of Training (IIT) recruits, develops, and monitors staff in a way that upholds quality education and training outcomes. This policy outlines the procedures for recruiting suitably qualified and experienced personnel, ensuring they understand the Institute's operations and contribute to ongoing innovation and continuous improvement.

It ensures all staff meet the professional requirements necessary to deliver, assess, and support training in line with the Institute's scope of registration. This includes fostering a culture of professional development, reflective practice, and maintaining current industry and vocational competence.

This policy is developed in accordance with the Standards for RTOs 2025, specifically:

- **Outcome Standard 3** – Trainer and assessor requirements, including vocational competency, industry currency, and VET knowledge and skills.
- **Outcome Standard 4** – Training and assessment practices, including ensuring trainers/assessors support quality outcomes.
- **Outcome Standards 1.1 and 1.4** – Governance and operations that ensure staff capability supports learner success and continuous improvement.

It also aligns with **Standards 11.2.5 and 11.2.6** of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, ensuring staff involved in training and assessment of overseas students meet the required knowledge, skills, and qualifications.

2. Scope

This policy will apply to the recruitment and ongoing performance management of all International Institute of Training (IIT) full-time, part-time and casual employees, including academic staff members.

3. Responsibility

CEO, Administrative Manager and/or Training Manager will be responsible for overseeing the recruitment of new staff and organising their inductions. CEO will ensure that relevant information about International Institute of Training (IIT) and its obligations under the Standards for Registered Training Organisations 2025, Education Services for Overseas Students (ESOS) Act 2000 and other legislation are communicated and understood by new and existing staff.

CEO will be responsible for implementing the professional development and performance management requirements for all staff. CEO, Administrative Manager and/or Training Manager will work closely with the staff to monitor their performance and to implement staff professional development programs.

International Institute of Training (IIT) applies consistent recruitment and selection practices and procedures to ensure all applicants for positions receive fair and equitable consideration. As an equal opportunity employer, International Institute of Training (IIT) is committed to:

- A fair and consistent recruitment and selection process.
- Total assessment of each candidate.
- Timely and clear communication of the employment decision to each candidate.
- Maintenance of candidate confidentiality and goodwill (regardless of the outcome of the employment decision).

CEO will ensure that International Institute of Training (IIT) has access to sufficient number of trainers, assessors, and other staff members so that student's needs and course learning outcomes are addressed at all times.

4. Requirements

Candidate details will be kept confidential at all times. International Institute of Training (IIT) is committed to ensuring the privacy of personal information. All employees must familiarise themselves and comply with the National Privacy Principles (Privacy Act 1998).

The procedure is designed to ensure that:

- New staff has the qualifications and experience to perform their duties.
- Relevant information about International Institute of Training (IIT) and its obligations under the VET Quality Framework, are communicated and understood by new and existing staff.
- Existing staff is provided with development opportunities appropriate to their role with International Institute of Training (IIT).
- Staff performance is monitored and communicated to each employee.

Trainers and assessors will be recruited and selected according to the requirements of the Standards for RTOs 2025.

5. Method

5.1. Staff Recruitment and Selection

Vacant Position

When a position becomes vacant, the responsible staff member must inform the CEO during a scheduled meeting or email. If the position is approved, the CEO will instruct the Administrative Manager and/or Training Manager to develop or review the position description to ensure it reflects current training and assessment needs.

Position Description

A position description will be completed when recruiting any new positions into International Institute of Training. No recruitment process can commence before a Position Description and salary range have been approved by the CEO. All new staff will receive an appropriate Orientation/Induction process to familiarise them with their role, the Institute's operations, compliance obligations, and expectations for continuous improvement and learner support.

Advertising

The IIT Administrative Manager and/or Training Manager will draft the advertisement of vacant position. CEO will approve it before advertising. The advertisement must be reviewed and approved by the CEO prior to being published or circulated through any recruitment channels.

Interview and Selection

All the applicants will be considered against the selection criteria for the position outlined in the Position Description. IIT Administrative Manager and/or Training Manager will be responsible for shortlisting and arranging the interviews of the applicants with the Interview Panel. The interviewing panel will comprise of CEO and relevant manager(s). The selection process may consist of a combination of the following:

- Initial resume screening
- Proof of essential qualifications
- Reference checking
- Proof of right to work in Australia (e.g., Australian passport or birth certificate)
- Other methods appropriate to the position.

Reference Check

Applicants for positions at International Institute of Training (IIT) must supply at least two relevant references. The relevant Manager or relevant staff makes telephone contact with each of the referees prior to appointment of an applicant recommended by the interview panel. The referees supplied by the applicant must have current relevant knowledge of the applicant's employment background and personal character.

Referees provided by applicants for training and assessment positions will be asked questions to confirm the applicants:

- current vocational competencies
- recent industry/professional experience
- professional skills
- training and assessment capability
- previously demonstrated commitment to continuing development of VET knowledge and skills
- industry currency
- trainer/assessor competence
- Previously demonstrated knowledge of the relevant Training Packages or accredited courses.
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Referees provided by applicants for student services positions will be asked questions to confirm the applicant's:

- Demonstrated understanding of the Standards for RTOs 2025;
- Demonstrated understanding of the National Code 2018;
- professional experience that is current and relevant to the student services role to be filled.

A record of each reference check is placed in the applicant's file. If the applicant is hired, the records of reference checks will be moved to the file of the new employee.

Verifying documents

Before a new employee is hired, relevant Manager must sight original qualifications and academic transcripts/Record of results from the issuing institution.

- a) Administrative Manager or relevant Staff will contact the awarding institution to verify that the qualification and transcripts/ Record of results supplied are valid or
- b) Administrative Manager or relevant Staff may also confirm the qualification through online Unique Student Identifier (USI) Registry.
- c) All claims of vocational qualifications and industry currency and experience must be supported by documentation. Originals of all such supporting documents will be verified by the Training Manager.
- d) All claimed professional development activities must be supported by relevant documentation. Administrative Manager and/or Training Manager or relevant staff will sight and verify all relevant original documents, and the applicant must provide certified copies.

Requirements for Trainers and Assessors

To be successfully recruited as a trainer and assessor, candidate must have the below mentioned qualification. International Institute of Training (IIT) ensures that 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 provided.
- c) Current knowledge and skills in vocational training and learning that informs their training and assessment.
- d) Industry experts may also be involved in the assessment judgment, working alongside the trainer and/or assessor to conduct the assessment.

1A. Training and assessment credentials

To deliver training and assessment without direction, including making assessment judgements, the person must hold one of the following credentials:

- TAE40122 Certificate IV in Training and Assessment or its successor,

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- TAE40116 Certificate IV in Training and Assessment,
- TAE40110 Certificate IV in Training and Assessment,
- 'A diploma or higher-level qualification in adult education or vocational education and training.
- A secondary teaching qualification and one of the following credentials:
 - o TAESS00011 Assessor Skill Set, or
 - o TAESS00019 Assessor Skill Set or its successor, or
 - o TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor.

1B. Assessment only credentials

To conduct assessment only, including making assessment judgements, the person must hold one of the following credentials:

- TAE40122 Certificate IV in Training and Assessment or its successor,
- TAE40116 Certificate IV in Training and Assessment,
- TAE40110 Certificate IV in Training and Assessment,
- TAESS00019 Assessor Skill Set or its successor,
- TAESS00011 Assessor Skill Set,
- TAESS00001 Assessor Skill Set,
- A diploma or higher-level qualification in adult education or vocational education and training.
- A secondary teaching qualification and one of the following credentials:
 - o TAESS00011 Assessor Skill Set, or
 - o TAESS00019 Assessor Skill Set or its successor, or
 - o TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor.

Other Requirements

The other requirements for appointment of managerial and administrative staff and addition requirements for trainer and assessors at International Institute of Training (IIT) are:

- demonstration understanding of the Standards for RTOs 2025
- demonstration understanding of the National Code 2018 and the ESOS Framework

5.2. Staff Files-Recording and Maintenance

The following documents signed as appropriate, will be placed in the file of each applicant who is hired depending upon the position he/she is hired for:

- Current resume or CV
- Staff Personal Detail Form
- Contract of Employment
- Verified Copies of all qualifications
- Qualification/Experience Verification Form
- Verified copy of Training and assessment Qualification
- Record of recent Professional Development and VET Currency Activities
- Record of Trainer Assessors Industry Currency and Vocational Competence
- Industry Currency Letter

Administrative Manager and/or Training Manager will ensure that copies of all relevant documents are filed correctly. If an updated version of a document (e.g. a CV) is to be filed, the superseded version must be discarded.

Administrative Manager and/or Training Manager is responsible for ensuring that these documents are kept on file for a period of 6 months following the cessation of service of the employee.

6. Professional Development

In accordance with **Standard 3** of the Standards for RTOs 2025, International Institute of Training (IIT) ensures that all trainers and assessors regularly undertake professional development to maintain and enhance their vocational competency, currency in industry practices, and expertise in vocational training and assessment. This includes ongoing development in competency-based training, adult learning principles, assessment practices, and compliance requirements.

The purpose of the Professional Development is to encourage and support employees in their professional and career development as an integral part of their employment with International Institute of Training (IIT). IIT acknowledges that professional development is integral to personal job satisfaction, workplace productivity, reward and recognition, and is critical to the achievement of the mission and continuous improvement in the quality of International Institute of Training (IIT) programs and services.

Professional Development applies to all academic staff and sets out the principles that underpin the provision of professional development at International Institute of Training (IIT), and the provision of various professional development activities that are available for employees.

Training staff qualifications and experience will be reviewed annually against the requirements of the VET Quality Framework, curriculum documents and training packages.

6.1. Professional Development Requirements and Industry Currency

All International Institute of Training (IIT) staff is strongly encouraged to engage in both internal and external professional development activities annually as per the Professional Development Plan to ensure they;

- Access, understand and implement policies and procedures in a consistent manner.
- Are aware of and understand legislation that significantly affects their duties.
- Are able to maintain their industry currency
- Are aware of and implement the requirements for mutual recognition of the AQF qualifications and Statements of Attainment awarded by International Institute of Training (IIT).
- Maintain their vocational competencies at a level required to train and assess competencies.
- Maintain their Training and Assessment competencies in line with the requirements currently required by the current National Skills Standards Council guidelines.

All staff development activities will be reviewed annually and logged by Administrative Manager and/or Training Manager "Professional Development" record for each trainer.

Professional development participation is to be reported, logged in the employee's professional development log, and is updated every time a professional development activity is attended by staff whether in-house or externally. Any requirements for additional qualifications, experience or special skills will be identified during the review for implementation in the following year.

6.2. Recording, Monitoring and Review

All staff development activities will be reviewed regularly and logged by the Administrative Officer or Institute representative as 'Professional Development Undertaken' record for each trainer. Evidence of Trainers participation in professional development activities will be placed in the staff members' file.

Trainers will also be required to list future PDs in a PD Log register so that IIT is aware of future PD plans and follow-up can be done.

In addition, IIT will also send PD reminders through email which will also include suggested PDs from industry organisations for example VELG, VDC, NCVER, ASQA webinar etc.

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Any requirements for additional qualifications, experience, or special skills will be identified during the annual staff performance and professional development review process, conducted between June and July each year. Identified needs will be planned for implementation in the following year to ensure continuous improvement and alignment with industry and regulatory standards.

Evidence of Trainers participation in professional development activities will be placed in the staff members' file.

Trainers are required to update their resumes and staff matrix at least annually to reflect their participation in industry and educational professional development activities.

Trainers and assessors will need to maintain currency in terms of their knowledge, skills, industry experience and licensing, legislative or certification requirements. IIT encouraged its trainers and assessors to maintain their industry currency through engagements such as:

- volunteering or working part-time in the industry area
- undertaking accredited training relevant to the industry area
- belonging to industry associations
- engaging with industry (for example, through discussions with employers or attending industry networking events)
- reading industry journals and subscriptions
- Staying informed about changes to technology and trends
- keeping up to date with changes to legislation

Training staff qualifications and experience will be reviewed annually against the requirements of the VET Quality Framework, curriculum documents and training packages.

IIT will verify the claims of industry experience by contacting the employers about roles and duties undertaken to maintain the currency. Evidence of industry currency will be placed in the staff members' file.

Any requirements for additional qualifications, experience, or special skills will be identified during the annual staff performance and professional development review process, conducted between June and July each year. Identified needs will be planned for implementation in the following year to ensure continuous improvement and alignment with industry and regulatory standards.