



---

## Selection, Recruitment & Staff Development Policy

---

### Purpose

This policy and the associated procedures address how Greenwich English College Pty Ltd will ensure the competence and ongoing development of all personnel and that it fully complies with all relevant legal obligations.

### Scope

This policy applies to all staff employed at Greenwich English College Pty Ltd, particularly those involved in the training and assessment of student/learners studying in courses offered by Greenwich English College Pty Ltd. It addresses how new staff are recruited, inducted into the organisation, inducted into new roles, and how their ongoing professional development is supported.

### Policy

Greenwich English College Pty Ltd will fully comply with all relevant Commonwealth and State legislative obligations in employing staff, this includes legislation covering:

- Minimum award provisions;
- Equal Opportunity and Anti-discrimination;
- Workcover;
- Work Health and Safety.

Greenwich English College Pty Ltd encourages notification by staff of any suspected or actual breach of employment obligations to ensure this is rectified as quickly as possible.

Greenwich English College Pty Ltd will ensure that staff are appropriately suited to the roles that they are employed for and that they are effectively inducted into the organisation and their role, and that they receive appropriate guidance and support for professional development throughout their tenure. This includes, but is not limited to, ensuring staff directly involved in teaching and training or in the management of teachers, trainers and curriculum meet the human resource requirements for each Training Program as well as the standard set down by the VET Quality Framework where they are associated with AQF award-based courses, or that they meet the requirements of the National ELICOS Standards (Standard 6) where they are associated with the provision of ELICOS courses.

Greenwich English College Pty Ltd does not, as a rule, employ staff who are not yet fully and appropriately qualified for any teaching or training roles.

Greenwich English College Pty Ltd will ensure through the professional development of teaching and training staff will maintain:

1. Vocational currency, i.e. up-to-date skills and knowledge of the professions they are training students to enter
2. Industry currency, i.e. up-to-date skills and knowledge of the industries they are training students to enter
3. Education and training industry currency i.e. up-to-date skills and knowledge of teaching and training practices

Greenwich English College Pty Ltd will ensure that all professional development will be planned and delivered by adequately qualified staff and/or contractors. This includes ensuring that all professional development for VET trainers and assessors will be planned, designed and delivered by suitable qualified VET trainers and assessors.

Greenwich English College Pty Ltd will ensure that it employs one or more staff with responsibility for counseling of students. These staff members will have formal qualifications and/or relevant experience that enables them to effectively advise and provide counselling to students in an intercultural context about welfare matters and academic progress and future study concerns. Greenwich English College Pty Ltd will ensure that these staff are readily available to students at suitable times.

Complaints about or by any staff member will be taken seriously and dealt with according to Greenwich's complaints policy (Policy – Complaints and Appeals).

Note that Greenwich English College Pty Ltd does not currently offer or plan to offer courses of preparation for entry to Australian state or territory secondary schools, however, should this change the Director of Studies will ensure that TESOL teachers to be involved in such courses are registered to teach in the Australian state or territory primary/secondary system as determined by state/territory legislation or policy.

Similarly, English College Pty Ltd does not currently offer or plan to offer courses to students who are 12 years old or less, should this change the Director of Studies will ensure that their teachers hold a TESOL qualification and a recognised primary teaching qualification.

## References

---

23

Authorising Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Review Date: \_\_\_\_\_

This policy is to be reviewed twelve (12) months from this date.

Staff Handbook  
Staff Induction Policy – Policy No. 8  
Position Descriptions