
Selection, Recruitment & Staff Development

Procedure

1. Recruitment and Selection

All Greenwich English College Pty Ltd staff will be recruited via the development and advertisement of a position description for the role to be filled. This position description will include:

- a) Primary location of role
- b) Reporting lines
- c) Key role specific responsibilities
- d) Key organisational responsibilities
- e) Schedule of work hours
- f) Required qualifications, experience, knowledge and skills
- g) Length and nature of contract

Recruitment involves shortlisting of potential candidates, phone screening where necessary, and a face to face interview. The line manager, or a more senior manager, of the potential recruit must be present in the face to face interview.

Greenwich English College Pty Ltd VET Trainers and/or assessors will be recruited and selected using the following criteria based on the VET Quality Framework, and the assessment requirements for each Training Program.

- a) Minimum qualification of TAE40110 Certificate IV in Training and Assessment or equivalent.
- b) Minimum vocational qualification to the level being delivered and/or assessed in the position applied for;
- c) Minimum of one year relevant training and assessment experience (relevance judged by the advisory panel and approved by the head of the department recruiting).
- d) Demonstrated professional development, including active membership of a relevant professional body, additional factors stated in interviews and CV.
- e) Ongoing professional development and industry currency (relevance judged by the advisory panel and approved by the head of the department recruiting).

Greenwich English College Pty Ltd ELICOS Teachers will be recruited and selected using the following criteria in line with the requirements of the ELICOS National Standards:

- a) A completed undergraduate or postgraduate degree;
- b) A post graduate TESOL qualification, such as a CELTA.

Original versions or certified copies of all required qualifications must be presented prior to the signing of employment contracts. All qualifications will be confirmed with the awarding institutions.

Greenwich English College Pty Ltd Academic Management will have formal qualifications to the level of teaching, and/or senior training staff in addition will have:

- a) A minimum of 5 years' relevant teaching/training experience.

- b) A minimum of 2 years' experience in an equivalent position or in a position or in a position one step lower than the current position.
- c) Formal qualifications in academic management (e.g. IDLTM) and/or or a relevant academic field of study (e.g. Masters of Adult Education).

Recruitment and selection of all staff is carried out in an open and ethical manner without discrimination or prejudice with respect to a potential candidate's gender, sexual preference, nationality, race, religion, or ethnicity. All candidates and ongoing staff must be prepared and eager to be a member of a multi-cultural and international workforce that respects all people regardless of gender, sexual preference, nationality, race, religion, or ethnicity.

2. Training Program Management

Greenwich English College Pty Ltd teachers/trainers and/or assessors will be expected to participate in the development and management of teaching/training and/or assessing, including the development and review of teaching/training and assessment materials and instruments.

Teachers/Trainers and/or assessors will be expected to share responsibility with other teachers/trainers and assessors in the same subject area, attend planning and review meetings.

3. Professional Development

Greenwich English College Pty Ltd has a commitment to ensuring its employees are fully trained and will encourage and support any training and development needs of its employees so that they can reach their full potential. Any training or development issues or requests by staff for professional development support can be discussed as appropriate with each employee's line manager.

Regular reviews will be conducted to ensure that Greenwich English College Pty Ltd staff are maintaining standards. This will involve consideration of student/stakeholder feedback. For teachers/trainers and assessors they will also be cross-checking performance and knowledge against the competencies and requirements of each unit or course taught.

Teachers/Trainers will be required to take an active role in the preparation of a professional development training plan based on a review of their professional goals and units of training and assessment. The Director of Studies will oversee the development, implementation and review of the annual professional development plan for ELICOS teachers.

Both training/teaching staff and academic management are expected to actively participate in the ongoing professional development of themselves and their colleagues and direct reports by staying abreast of relevant development of new theories, techniques and technologies.

4. Review of Human Resources

Human resource requirements will be reviewed regularly to ensure that the competencies of staff match the requirements of their positions. In the case of teachers/trainers and assessors this will include the courses in which they are involved.

This will be part of the appraisal process in which staff will be assessed by their line manager (or an appointed delegate).

For teachers/trainers and assessors in particular this will consider:

- a) Outcomes of each training program conducted during the previous year, including student satisfaction, attendance, attrition rates, and completion rates.
- b) Results of evaluation of student/learner evaluations.
- c) Professional development activities that staff have been involved in, particularly those areas of professional development necessary for the following year.

A record of each trainer's professional development activities will be maintained in a relevant file.

Authorising Officer: _____ Date: _____ Review Date: _____

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