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## Staff Induction Procedure

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### Procedure

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1. All staff appointed by Greenwich English College Pty Ltd will undergo an induction program.
2. The following topics will be covered at the session(s):
  - The inductee's scope of duties
  - Key information regarding Greenwich English College Pty Ltd and RedHill Limited business units, business goals, activities, and staff
  - Greenwich English College Pty Ltd's policies and procedures, including:
    - Work health and safety
    - Workplace harassment, victimisation and bullying
    - Anti-discrimination, including equal opportunity, racial vilification, and disability discrimination
  - International student learning and support needs
  - Intercultural communication and competency development
  - Training Program/Package/Units Competency based training and assessment
  - Vocational education and training courses, requirements and policies
3. All staff inductions will involve:
  - Review of Staff Handbook
  - Overview of Greenwich English College Pty Ltd operations, philosophy, policies and procedures and organisational structure
  - The inductee's Contractual Agreement
  - ELICOS and VET legislative framework and requirements specific to the inductee's role, including visa related requirements such as attendance and course progress
  - Discussion of unit content, training strategies, learning activities and assessment strategies.
  - Staff meetings for on-going communication and discussion (minimum of five such meetings to be attended in a staff member's first year).
4. ELICOS Teaching Staff induction will also involve:
  - ELICOS legislative framework and requirements
  - Discussion of unit content, teaching methodologies strategies, learning activities and assessment strategies.
  - Review of the Student Handbook
  - Review of lesson and course planning and delivery requirements
  - Teaching materials and other resources
  - Overview of record keeping requirements
  - Complaints and appeals
5. VET Training Staff induction will also involve:
  - VET legislative framework and requirements
  - VET Quality Framework -Conditions of Continual Registration, 2011
  - Training materials and other resources
  - Unit content, training strategies, learning activities and assessment strategies.

- Complaints and appeals
- Recognition of Prior Learning
- National Recognition
- Issue of Qualifications and Statements of Attainment
- Identifying learning needs
- Literacy and numeracy assessment
- Evaluation methodologies

6. Ongoing training will take place as new policies, procedures, professional development and issues in ELICOS and in VET emerge. Ongoing induction and development will be provided to staff at staff meetings, during staff communications and staff handbook update periods.

## References

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Selection, Recruitment and Professional Development - Policy and Procedure  
Staff Handbook  
Position Descriptions  
Organisational Chart  
Letter of Commencement/Terms and Conditions of Employment

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

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