

POLICY 17

Human Resources Policy



DATE LAST REVIEWED:	New
DATE OF THIS REVIEW:	July 2018
REVIEWED BY:	Tom Floyd
APPROVED BY:	Peggy Millios, Peter Millios
RELEVANT STANDARDS FOR RTO'S:	1.13 – 1.16
POSITION DESCRIPTION(S):	Principal Administrative Officer Educators
REFERENCE MATERIAL:	Standards for Registered Training Organisations (RTOs) 2015 Policy 1 – Quality Training and Assessment/RTO Operations

SCOPE / PURPOSE:

As a Registered Training Organisation (RTO), Paraskevi International insists on a policy that ensures a high professional standard in the provision of training and assessment services. All personnel employed in training and/or assessment roles will be appropriately qualified.

RESPONSIBILITY

The Principal, Compliance Officer and Accounts and Administration Manager are responsible for ensuring this policy is implemented and reviewed at least annually.

POLICY GUIDANCE

Paraskevi International adheres to the Human Resources Standard adopted by the Vocational Educational and Training System in Queensland. This has implications for staff employed in training and assessment roles, particularly in the areas of qualification, industry currency and experience.

Paraskevi International promotes the importance of ethical standards through the company's training programs and human resources policies and procedures.

POLICY DETAIL:

Recruitment of Staff

Paraskevi International will ensure its employees have the vocational and technical skills as well as the industry experience to support the RTO's activities. The Principal must ensure all

personnel are trained and experienced to the extent necessary to undertake their assigned activities and responsibilities effectively.

The RTO will only engage personnel to provide training and assessment relating to the RTO's scope of delivery. The RTO will ensure that all personnel delivering and/or assessing nationally recognised training meet the requirements of the relevant training package or course.

Office and administrative personnel are employed to provide administrative support to the training and assessment services and to ensure compliance with the requirements of the legislation.

All Paraskevi International employees must complete an orientation and induction process and be advised of their individual obligations under Paraskevi International Policies and Procedures and Code of Practice.

Staff retention, recognition and succession planning

To ensure the RTO is well prepared for continuity and growth, Paraskevi International will employ staff retention, recognition and succession planning strategies for retaining talented and skilled staff and filling positions due to the loss or promotion of a key employee or through the creation of a new role.

Requirements for Educators

Records

Paraskevi International will maintain a personal file for all Educators that includes as a minimum the following:

- Resume

An up to date resume listing formal qualifications, completed professional development, work history/experience (both paid and unpaid), and a list of referees who can confirm the staff member's experience.

- Qualifications

Verified copies of all formal qualifications.

- Teacher Training and Professional Development

All Educators are to undertake the Paraskevi International Teacher Training Program, shown as Attachment A and undertake continuing Professional Development in accordance with the Professional Development Guidelines shown as Attachment B.

Vocational competencies

In accordance with legislation, Educators must hold the vocational competencies appropriate to the relevant qualifications as noted within the current version of the Training Package.

Training and assessment competencies

All Educators must hold a current qualification as a Workplace Trainer and Assessor or be in the process of obtaining one.

Personnel who possess a qualification that has been superseded must inform management of how they intend to update their qualification in order to ensure currency.

Teachers who hold current teacher registration with the Queensland Board of Teachers need to provide evidence of appropriate professional development and experience in the delivery and assessment of competency based training in an adult learning environment.

All personnel employed in an assessment role must either have formal qualifications or demonstrate the equivalence as required of the most recent Training and Assessment training package.

Continuing Industry Development/Experience

Educators are required to demonstrate to the Principal they regularly seek and participate in professional development and/or industry experience (paid or unpaid) opportunities in the area of their vocation by:

- (a) keeping and providing to the RTO a record listing details of any relevant vocational professional development/industry experience activities undertaken including name of the provider, activity type, description of development/experience/certificate and date of participation;
- (b) providing to the RTO any evidence obtained as a result of participating in the vocational professional development/industry experience activities including but not limited to proof of magazine/newsletter subscriptions, enrolment confirmation letters, attendance certificates, qualifications and/or letters and contact details of referees to confirm competencies achieved and/or verify effectiveness of experience activities undertaken; and

(c) Any other evidence the Educator feels will verify their competence.

Paraskevi International will keep the above evidence of the vocational development/experience (paid and unpaid) provided on the Educator's file.

Currency

All personnel are expected to be current in their understanding of the challenges and issues associated with their vocational area. It is therefore expected that Educators will have current experience beyond their duties at the RTO.

The RTO will consider validity of the evidence provided above and, if necessary, consult industry experts to confirm the currency/competency of the Educators particularly and the Administrative personnel to a lesser degree.

TEACHER TRAINING PROGRAM

Introduction

Clause 1.16 of the Standards for Registered Training Organisations 2015 states; *“The RTO ensures that all trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment.”* Paraskevi International will ensure it complies with this requirement through the implementation and ongoing development of its Teacher Training Program.

The Teacher Training Program will be managed separately to, but in conjunction with the Professional Development Program.

Associated documentation

The Teacher Training Program is a major component of Policy 1, Quality Training and Assessment/RTO Operations and contributes towards continued RTO compliance and re-registration.

Training schedule

A detailed Training Schedule will be developed annually prior to the commencement of each calendar year

Attendance

It is a requirement that all Paraskevi International educators attend scheduled in-house training programs. Whilst it is not mandatory that Paraskevi International administrative personnel attend all Teacher Training Program sessions, there will be some sessions that will be of benefit to them.

New Paraskevi International employees are to commence the Teacher Training Program at the earliest opportunity after completion of their Induction Program.

Teacher Training Program sessions will be conducted on a quarterly basis and will also count towards ongoing professional development.

Content

It is the intent that the Teacher Training Program develops an individual’s knowledge of vocational education and training (VET), delivery and assessment practices, understanding of the organisations administrative functions and compliance requirements.

The development or enhancement of skills and knowledge that pertain to an individual’s job will be addressed as part of ongoing professional development and will not be addressed as part of this program.

PROFESSIONAL DEVELOPMENT GUIDELINES

For VET practitioners and administrators

POINTS ACCRUAL

Workplace Educators are to accrue a total of 100 points per annum. RTO Administrative personnel are to accrue 50 points per annum.

RTO's are to accrue 100 points per Educator and 50 points per administrator across the organisation (e.g. if an RTO has 5 educators and 1 administrator = 550 points). Personnel employed part time are to accrue points on a pro rata basis.

For Educators and RTO Administrative personnel, points are to be accrued from both Development Areas (Vocational and Industry specific) and each of the following four pillars:

- Teaching, learning and assessment;
- Industry currency;
- Leadership; and
- Client, business development and quality improvement.

These are represented as follows in the attached table:

Teaching, learning and assessment
Industry currency
Leadership
Client, business development and quality improvement

Activity	Points	Development Area		Comments
		Voc	Ind	
Subscription to VET newsletters, magazines, journals	2	✓		
Attendance at VET 'information only' meetings	2	✓	✓	
Participation in assessment validation	3	✓		Unit of competency
Attendance at workshops and/or seminars	4	✓		Per half day
Attendance at VET 'subject specific' meetings	4	✓	✓	
Maintaining a professional journal	5	✓	✓	Per month
Lead assessment validation	5	✓		Unit of competency
Completion of accredited courses	25	✓	✓	To be calculated on a pro rata basis for calendar year
Gaining a qualification	50	✓	✓	
Attendance at Industry specific 'information only' meetings	2		✓	
Meetings with industry related clients, salons	2		✓	Relative to hairdressing/barbering industry
Subscription to industry specific newsletters, magazines	3		✓	
Attendance at workshops and/or seminars	4		✓	Per half day
Attendance at Industry 'subject specific' meetings	4	✓	✓	
Attendance at Industry specific conference, symposium	10	✓	✓	Per day
Industry placement at another hairdressing salon	15		✓	Per placement
Membership of professional associations	10	✓	✓	AITD, AIM, ACPET, etc (VET and Industry specific)
External QA/CI meetings with another RTO or client salon	10	✓		
Delivering PD training programs to other VET practitioners or clients	10	✓		
Presenting at conference, symposium	15	✓	✓	
Publishing articles, papers in VET or	15	✓	✓	

Industry specific publications				
Membership of expert panel, forum	15	✓	✓	
Acting in mentor/coaching role	15	✓	✓	Per occasion
Attendance at workshops and/or seminars	4	✓	✓	Per half day
Attendance at meetings regarding CI, QA or RTO management	4	✓	✓	
Attending In-house QA/CI meetings	5	✓	✓	
Participation in in-house RTO audit	5	✓		
Preparation of delivery/assessment materials to RTO audit standard	10	✓		Per unit of competency
Attendance at RTO management specific conference	10	✓	✓	Per day
Participation in RTO audit for external organisation/RTO	15	✓		