Staff Induction

Policy and Procedure No: 119
Staff induction Policy

International Training College has a commitment to carry out professional inductions, ongoing development and training of its staff in particular in relation to Commonwealth, State/Territory legislation and regulatory requirements.

Purpose

The purpose of this policy and procedure is to ensure that staff is well informed of available resources, policies, procedures, workplace health and safety issues, personal entitlements, responsibilities and obligations.

Scope

To cover all staff involved in the induction of new employees, and the professional development of existing employees.

Procedure

- All staff appointed by International Training College will undergo an induction program and be provided with information on the following
  - Training Program/Package/Units Competency based training and assessment
  - VET requirements and policies
  - Occupational health and safety
  - Workplace harassment, victimisation and bullying
  - Anti-discrimination, including equal opportunity, racial vilification, and disability discrimination
  - Vocational education and training
  - Apprenticeships and traineeships where applicable
  - International Training College policies and procedures
  - Their position description of duties

Staff induction will take place in one two hour session as follows:
  - Review of Staff Handbook
• Training operations, direction, philosophy, policies and procedures and organisational structure

• VET requirements

• Training program requirements

• Unit content, training strategies, learning activities and assessment strategies. (One session per unit, including meeting with other staff delivering the same unit.)

• Staff meetings for on-going communication and discussion

Key Issues

Other key issues involved in staff induction will include -

• International Training College RTO Quality System

• The Essential AQTF, 2007

• The National Code of Practice for registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007) and the need to be aware of The Design Works College of Design Pty Ltd’s obligations under the ESOS framework and the potential implications for overseas students arising from the exercise of these obligations (where applicable)

• Training Package requirements

• Training Plans

• Session Plans

• Training Materials and other resources

• Human Resource Standards,

• Contractual Agreement

• Risk Management

• Workplace Health and Safety

• Student attendance and assessment records

• Fee collection and records
Refund policy
Complaints and appeals
Recognition of Prior Learning
National Recognition
Issue of Qualifications and Statements of Attainment
Marketing and advertising
Identifying learning needs
Literacy and numeracy assessment
Evaluation of training and assessment
Review of training and assessment

Ongoing induction will take place as new policies, procedures, professional development and issues in vocational education and training emerge. Ongoing induction and development will be provided to staff at staff meetings, staff communications and staff handbook updates.

References
International Training College RTO Quality Manual
Selection, Recruitment and Professional Development - Policy and Procedure No 120
Staff Handbook – Form 102.1
Position Description for Trainers/Assessors – Form 10.1
Trainer/Assessor Staff Profile – Form No. 12.1
Organisational Chart – Form 19.1
Human Resources – Record of Staff Professional Development – Form 29.1