

**Policy and Procedure**

Name:	Staff Recruitment and Monitoring Policy
Approved by:	The Dean of AIM Business School
Date Approved:	3.07.2017
Approved by:	Head of Compliance, Partners
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Implementation Owner	The Dean
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## SECTION 1 – INTRODUCTION

### PURPOSE

The purpose of this policy and procedure is to ensure that the facilitators employed by AIM Business School are suitably qualified or experienced in relation to the functions they perform for students.

### SCOPE

This policy and procedure applies to:

- staff who are responsible for the employment of facilitators at AIM Business School; and
- facilitators employed by AIM Business School.

## SECTION 2 – POLICY AND PROCEDURE

### PRINCIPLES

AIM Business School's selection and recruitment of Facilitators will:

- be merit based. This will be determined by assessing the applicant's skills, knowledge and behaviours against the relevant position description criteria and essential requirements;
- support a diverse workforce;
- be consistent with equal employment opportunity principles, ensuring candidates are treated ethically, fairly and respectfully;
- be transparent, while balancing the need for confidentiality;
- be timely and efficient; and
- be consistent with the requirements of the Tertiary Education Quality and Standards Agency (TEQSA).

### SELECTION CRITERIA

1. AIM Business School facilitators are required to:
  - a) hold a PhD in an appropriate discipline or hold a Master's degree equivalent to the course being delivered and management experience equal to having attained a PhD;
  - b) have demonstrated relevant educational skills at the level at which they are required to teach;
  - c) have demonstrated industry experience at a higher executive level equivalent to the course being delivered; and
  - d) undertake regular professional development activities; a minimum of 20 hours per year.

### STAFF RECRUITMENT

1. All candidates interested in applying for a position at AIM Business School are required to complete the following:
  - a) complete an Employee Application Form;
  - b) submit a Mapping Document outlining their relevant qualifications and experience to the course being delivered;
  - c) submit their curriculum vitae; and
  - d) submit certified copies of relevant qualifications and supporting documentation.
2. All applications are submitted to the AIM Business School Academic Board for approval where they will:
  - a) assess the application against the selection criteria; and
  - b) verify the applicant's qualifications and experience by contacting issuing providers and references provided.
3. Once approved, applicants are issued with an Offer of Employment, a Faculty Handbook, a Students' Handbook, and the Policies and Procedures Handbook, and induction materials.
4. AIM Business School maintains a facilitator: learner ratio of 1:30 to ensure adequate education and assessment.

### VERIFICATION OF QUALIFICATIONS

1. The Academic Manager must take a certified copy of any original qualifications, including the transcript. If only a single transcript is provided, then ABS must contact the issuing provider to ensure it is legitimate.

2. Where there are other concerns, the Academic Manager must contact the issuing provider for endorsement by quoting the certificate number and asking for confirmation of the recipient.
3. All qualifications and/or transcripts must be certified. These can be certified by a Justice of the Peace, a Postal Manager, a Bank Manager, a School Principal, a Solicitor or an Accountant.
4. Where the Academic Manager is certifying a copy of a qualification and/or transcript, this can only be done if the original has been provided.

### **VERIFICATION OF WORKPLACE EXPERIENCE**

1. The applicant must have their relevant experience listed on a current curriculum vita which must be signed to confirm the accuracy and truth of its content.
2. The Academic Manager conducts all necessary reference checks to confirm the accuracy and truth of the information provided by the applicant. All reference checks are noted on the curriculum vitae with the name of the person, date and time of call.
3. In addition, the Academic Manager determines whether the applicant has the required skills listed in the job requirements.

### **STAFF INDUCTION**

1. All staff at AIM Business School must complete induction and orientation within the first two weeks of employment.
2. Pre-commencement induction and orientation takes place prior to the new employees first day of work, where the employee is provided with relevant employment and tax forms and the Faculty, Students and Policies and Procedures Handbooks.
3. Job-commencement induction and orientation commences on the first day of employment and must be completed within the first two weeks of employment.
4. It is a requirement that the following areas are covered as part of the job-commencement induction and orientation process for staff:
  - a) AIM Business School history, mission, vision and goals;
  - b) the culture and organisational structure at AIM Business School;
  - c) the new employees reporting line, role and responsibilities;
  - d) the probationary criteria and the probation review process;
  - e) campus tour covering emergency procedures, exits and assembly points and first aid officers'/fire wardens;
  - f) payroll and leave application process;
  - g) specific procedures related to the new employee's role;
  - h) AIM Business School staff and student policies and procedures;
  - i) brief introduction to the regulators - Tertiary Education Quality Standards Agency;
  - j) the Higher Education Standards Framework 2015;
  - k) the Australian Qualification Framework; and
  - l) information technology resources i.e. how to login and use the staff email, phone, MyABS, Student Management System etc.).

**MONITORING STAFF PERFORMANCE**

1. AIM Business School provides induction and training to all facilitators to ensure they are complying with AIM Business School policies and procedures and the requirements of the Tertiary Education Standards Quality Agency (TEQSA).
2. All facilitators undertake annual performance appraisals. This is documented using the Facilitator Performance Management Form.
3. A member of ABS may attend a class to ensure the facilitator is complying with AIM Business Schools policies and procedures, missions, visions and values in regards to training and assessment.
4. Facilitators have the opportunity at any point, to request additional resources that they believe will benefit the learners in their course. These requests will be assessed on a case by case basis.

**PROFESSIONAL DEVELOPMENT**

1. All facilitators must submit evidence of undertaking professional development activities annually.
2. Professional development activities should include, but are not limited to:
  - a) teaching and assessing pedagogy;
  - b) increasing discipline knowledge from their area of facilitation; and
  - c) compliance with the Tertiary Education Quality Standards Agency and the Higher Education Standards Framework
3. Planned professional development is designed according to the needs identified in the facilitator appraisal and is agreed upon by the facilitator and the Academic Manager.
4. Planned professional development by ABS is covered at ABS' cost.
5. Professional development may be conducted by in-house staff members and/or provided by external agencies as required.

*Note: While facilitators are encouraged to read academic and professional journals and monographs, AIM Business School does not accept that this meets the total requirements of professional development relating to scholarship /research in teaching and learning pedagogy, and disciplines within which the facilitator is engaged.*

**SECTION 4 – REFERENCE AND SUPPORTING INFORMATION****DEFINITIONS**

Word/Term	Definition
TEQSA	Tertiary Education Quality Standards Agency
ABS	AIM Business School
Professional Development	Is learning to earn or maintain professional credentials such as academic degrees to formal coursework, conferences and informal learning opportunities situated in practice.
AQF	Australian Qualifications Framework

**SUPPORTING DOCUMENTATION**

Document name	Document type	Location
Employee Application Form	Form	<i>G:\Compliance\Policies &amp; Procedures</i>
Faculty Handbook	Handbook	<i>G:\Compliance\Policies &amp; Procedures</i>

**SECTION 5 – CHANGE HISTORY****CHANGE HISTORY**

Version	Approval date
V1.0	24.05.17
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