



Macarthur Community College Inc  
RTO ID 6860

<b>POLICY</b>			
<b>Title</b>	<b>Staff Meetings</b>		
<b>Purpose</b> Describe policy intent	Outline		
<b>Scope</b> List who this policy and procedure applies to	All staff		
<b>References and legislation</b>	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Modern Award Clerks Award Principals Award College Certified Agreement		
<b>Definitions</b>			
<b>Policy</b>	<p>The College recognises the widespread geography of the areas from which it draws staff and the nature of their employment. To this effect employees must be paid for attendance at Staff meetings according to the appropriate award or agreement and may be face to face or online meetings.</p> <p>Meetings may be called with the approval of the Principal following the approval of a specific agenda.</p>		
<b>Relevant documentation</b>	Meeting Template College Certified Agreement Modern Award Code of Conduct		
<b>Communication and support for staff</b>	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request		
<b>Procedure</b>			
<b>Review date</b>	March 2016		
<b>Mapping to Standards for RTOs</b>	8.6		
<b>Version and Date issued</b>	Version	1	Date issued 01/4/15
<b>Developed By</b>	VET Manager		
<b>Approved by</b>	Principal		

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