



Macarthur Community College Inc
RTO ID 6860

| POLICY | | | | |
|---|--|---|-------------|---------|
| Title | Staff Records | | | |
| Purpose Describe policy intent | This Policy is designed to describe in general terms how employees are appointed, records kept, when such records are updated, and identify where they are kept. | | | |
| Scope List who this policy and procedure applies to | All Staff Tutors Coordinators The implementation of this policy is the responsibility of the Principal. Authority and actions are delegated to the following staff as appropriate. VET/Quality Manager General Program Manager Office staff | | | |
| References and legislation | National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Privacy Act 1988 | | | |
| Definitions | Employee – any person engaged by the College on a paid basis. Tutor – any employee engaged to deliver courses to participants, whether they be General Program, VET programs or other programs. | | | |
| Policy | The College will maintain appropriate and up to date staff records. Records will be kept on resumes, relevant qualifications, superannuation & greens (electronic or hard copy), and professional development. The information will be kept secure in 4D. | | | |
| Relevant documentation | | | | |
| Communication and support for staff | 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 | | | |
| Procedure | Scan and blob all copies of documents to the employee payroll record. In addition resumes, qualifications, professional development and qualification mapping will be retained in quality section of 4D for all RTO audits. | | | |
| Review date | March 2016 | | | |
| Mapping to Standards for RTOs | 1.13, 1.14, 1.15, 1.16, 8.1, 8.5 | | | |
| Version and Date issued | Version | 1 | Date issued | 01/4/15 |
| Developed By | VET Manager | | | |
| Approved by | Principal | | | |

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