



Macarthur Community College Inc  
RTO ID 6860

POLICY				
<b>Title</b>	<b>Staff Recruitment</b>			
<b>Purpose</b> Describe policy intent	To outline the conditions under which the College recruits Staff			
<b>Scope</b> List who this policy and procedure applies to	The implementation of this policy is the responsibility of the Principal. Authority and actions are delegated to the following staff as appropriate: <ul style="list-style-type: none"> <li>• VET/Quality Manager</li> <li>• Program Manager</li> </ul>			
<b>References and legislation</b>	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Awards and agreements under which employees work Australian Human Rights Commission Act 1986 Age Discrimination Act 2004 Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Privacy Act 1988			
<b>Definitions</b>	<b>Staff</b> people employed in the College Office i.e. Principal, Managers, Office Staff, Centre Coordinators.			
<b>Policy</b>	The College is committed to the principles of non-discrimination and equal employment opportunity in the workplace. Recruitment will follow a process of competitive selection using selection criteria derived from the relevant college needs, Position descriptions and where relevant Standards for RTOs 2015.			
<b>Relevant documentation</b>	Code of Conduct Discrimination and Harassment Policy Position description Organisational Chart Schedule 3 Fit and Proper Person Requirements			
<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>	8.5			
<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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