



Macarthur Community College Inc  
RTO ID 6860

POLICY				
<b>Title</b>	<b>Tutor Assessor Recruitment</b>			
<b>Purpose</b> Describe policy intent	Outline the conditions under which the College recruits and inducts Tutors and assessors.			
<b>Scope</b> List who this policy and procedure applies to	<p>The implementation of this policy is the responsibility of the Principal. Authority and actions are delegated to the following staff as appropriate:</p> <ul style="list-style-type: none"> <li>• VET/Quality Manager</li> <li>• Program Manager</li> <li>• VET Tutors and Assesses</li> <li>• Workplace Assessors</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>Policy</b>	<p>The College is committed to the principles of non-discrimination and equal employment opportunity in the workplace.</p> <p>Recruitment will follow a process of competitive selection using selection criteria derived from the relevant position description, Training Package Guidelines Standards for RTOs 2015.</p> <p>Orientation to appropriate site will be arranged to all new Tutors and Assessor prior to commencement of duties.</p>			
<b>Relevant documentation</b>	Schedule 1 of the Standards for RTOs 2015 Orientation Policy Discrimination and Harassment Policy Privacy Policy Tutor Handbook College Certified Agreement Orientation/induction checklist (VET)			
<b>Communication and support for staff</b>	<p>Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification.</p> <p>Hard copies will be made available upon request</p>			
<b>Procedure</b>	Staff recruitment			
<b>Review date</b>	March 2016			
<b>Mapping to Standards for RTOs</b>	1.13, 1.14, 1.15, 1.16, 1.21, 1.22, 1.23, 8.5, 8.6			
<b>Version and Date issued</b>	Version	1	Date issued	01/4/15
<b>Developed By</b>	VET Manager			



Macarthur Community College Inc  
RTO ID 6860

**Approved by**

Principal

Printed copies of this document are not controlled