

SELECTION, APPOINTMENT AND INDUCTION OF VET ACADEMIC AND ADMINISTRATIVE STAFF POLICY AND PROCEDURE

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1.0 Purpose

The purpose of this document is to define a comprehensive and consistent framework for the recruitment, selection, appointment, and induction of academic and administrative staff for the Engineering Institute of Technology (EIT). It aims to ensure that recruitment processes are conducted with transparency, integrity, and professionalism, in alignment with best practice and relevant regulatory requirements.

2.0 Scope

This policy and procedure applies to all academic and administrative staff being recruited and inducted to work in EIT's Vocational Education and Training (VET) and Professional Certificate of Competency areas. It also applies to all staff involved in the process of recruitment, appointment, induction and probationary assessment within the VET department.

3.0 Objectives

EIT aims to:

- Implement a quality-assured, transparent and fair process for staff recruitment and induction.
- Attract and retain suitably qualified, experienced, and competent staff.
- Support new staff through structured induction and probation processes.
- Ensure compliance with relevant standards and employment regulations.
- Promote EIT's values of integrity, dignity, and professionalism in all hiring practices.

4.0 Policy Principles

4.1 Recruitment Philosophy

EIT recognises that one of the most crucial elements of a successful educational institution is the ability to attract, recruit and retain outstanding academic and administrative staff. Selection and appointment processes must reflect fairness, merit, and compliance with legal and regulatory requirements.

4.2 Governance and Oversight

The Dean of Engineering, VET College Manager, Human Resources (HR) Manager, and other relevant department managers are responsible for ensuring that this policy and procedure are implemented consistently and effectively.

4.3 Equity and Non-Discrimination

All recruitment processes will comply with Equal Employment Opportunity (EEO) principles and shall not discriminate on the basis of age, race, gender, religion, disability, or other non-merit factors. Interview questions and hiring decisions must be based solely on role requirements and professional criteria.

5.0 Procedure

5.1 Initiation of Recruitment

Recruitment is initiated under the following circumstances:

- Staff resignation
- Creation of a new position, or
- Changes to existing roles

The HR Manager, in consultation with the Dean of Engineering or relevant department manager, will prepare a comprehensive position description which includes:

- Definition of the position
- Proposed employment advertisement (see item 5.2)
- Type of vacancy
- Salary (including range, if required)
- Commencement date

5.1.1 Salaries of Staff

The salaries of staff will be determined by the Dean of Engineering, in consultation with other relevant staff, and in accordance with the relevant employment award. Normally, positions will be advertised and filled at the starting salary for the position. The salary offered will be based on the applicant's experience and qualifications.

5.2 Advertisement of Position

Vacancies may be advertised internally (within EIT or its sister companies) and/or externally on appropriate employment platforms. Employment agencies may only be used as a last resort.

Applications for academic roles may be accepted at any time; administrative applications will only be accepted when a vacancy exists

5.2.1 Advertisement Requirements

The specific requirements for the job advertisement should include:

- An appropriate job position title
- A summary description of the work to be performed and essential functions of the position
- A brief note of the interaction required with other members of EIT
- Personal attributes required by the candidate
- Desired and essential qualifications and skills
- How many years of experience are required
- Type of experience required
- EIT's Equal Employment Opportunity (EEO) statement

The job advertisement will be placed by the Human Resources Manager or Human Resources Assistant.

5.2.2 Qualifications of Instructors and Assessors (Academic Staff)

VET instructors and assessors must meet certain requirements as outlined in the *Trainers and Assessors Policy*. All academic staff position descriptions should identify the qualification requirements as the first essential criterion.

5.3 Screening Process

5.3.1 Academic Staff

The Human Resources Manager will screen all initial applications for completeness in terms of the criteria defined above and will make recommendations to the Dean of Engineering and/or VET College Manager.

Unacceptable responses when, for example, a candidate does not have one of the criteria deemed critical, such as an appropriate qualification, will receive a courteous rejection note from the Human Resources Manager.

Once the Dean of Engineering (or his/her nominee) has given approval, the Human Resources Manager will provide potential candidates with information on being a trainer and/or assessor for EIT.

Depending on the candidate's area of expertise (e.g., Electrical or Mechanical), the relevant EIT academic staff member will arrange an interview for them, assessing their engineering knowledge. The staff member will also demonstrate how to use EIT's preferred webinar software. The candidate is then required to provide a recorded webinar session without students present. This will be critiqued by the academic team member, the Deputy Dean and/or VET College Manager, who will then provide feedback to the candidate.

The following attributes are expected in potential instructors:

- Competence in the subject matter
- Awareness of the program's purpose and learning outcomes
- Knowledge and skill in instructional methods
- Knowledge and skills in modern instructional technologies (e.g., web and video conferencing and a Learning Management System)
- Ability to communicate with the students at their appropriate levels - i.e., interact with and impart knowledge to tradesmen/women, technicians, technologists, and engineers - all acquiring knowledge in the same learning outcome areas.

In addition to the attributes listed above, compliance with the *Trainers and Assessors Policy* is also required for anyone wishing to instruct in the VET sector.

5.3.2 Administrative Staff

Applications will be initially screened for completeness in terms of the criteria defined above by the relevant business area manager and/or the Human Resources Manager.

Unacceptable responses when, for example, a candidate does not have one of the criteria deemed critical, such as an appropriate qualification, will receive a courteous rejection note from the Human Resources Manager.

A selection panel of at least two persons will be created for each position. This panel will be composed of the relevant department manager, the HR Manager (if required) and another appointed by the relevant department manager. The selection panel is responsible for preparing a short list, arranging and conducting interviews as required, and making appointment recommendations/decisions.

The relevant department manager and/or Human Resources Manager will prepare questions which will be identical for all interviewees and must exclude questions of a personal nature, which are unrelated to the ability of the potential candidate to discharge the proposed duties. Examples of inappropriate questions include ones that relate to the applicant's age, marital status, race, colour, religion, gender, nationality, or disability.

The interviews must be as objective as possible, with an emphasis on measurable, quantifiable, and objective criteria. A minimum of the relevant department manager and/or the Human Resources Manager will conduct final interviews, which shall be to the point and as honest as possible.

The interview should include a considerate and frank summary of the positive attributes required of the candidate for the position. The emphasis should be on an objective assessment. The positive and challenging points of the position will be honestly disclosed, as well as future opportunities at EIT.

5.4 Selection Process

After the attributes of each of the candidates have been discussed by the interview panel, the best candidate is selected by the relevant department manager.

The relevant department manager or the Human Resources Manager shall advise all unsuccessful applicants of the results of the interviews within seven days of a decision being made.

The Human Resources Manager or Human Resources Assistant is responsible for obtaining referee reports on the selected candidate.

5.5 Offer of Employment

The relevant department manager, HR Manager or HR Assistant will notify the successful candidate of the decision and confirm in writing the offered remuneration and conditions of employment, subject to reference checks, with a formal Offer of Employment and a three- or four-month probationary period. The candidate will be free to ask for modifications to the terms and conditions of employment on the Offer of Employment, such as remuneration or hours of work. If the modifications sought are considered to be unacceptable, the would-be candidate will be advised of this. Should the candidate not wish to accept the original offer, other shortlisted candidates could be approached, or the position could be readvertised.

The Finance Manager will file all applications' evaluation forms and comments in a confidential location as specified in the *Records Management Policy*.

Once the successful candidate has agreed to the terms and conditions in the Offer of Employment, by signing the acceptance section, the relevant business area manager and/or the Human Resource Manager or Human Resources Assistant will perform a check on at least two of the referees nominated by the candidate.

All the qualifications nominated by the candidate shall be verified. This will be done through direct contact with the issuing institution. If the candidate has gained their qualification from an institution outside of Australia, a check will be made with the appropriate Australian qualifications authority to confirm the equivalency with the appropriate Australian qualification. Written independent confirmation will be secured to corroborate the claims made as to the candidate's qualifications. The candidate will be advised of the success or otherwise of this process.

5.6 Induction of Staff

Within the first seven days of employment, the relevant department manager or Human Resources Manager will arrange an induction of the successful candidate, will introduce them to all other staff members of EIT (both physically and online as convenient perhaps geographically) and will ensure that the statutory employment forms (including payroll) are filled in with the EIT's accounting department. In addition, personal details such as next of kin, address, phone numbers and address details will be provided to the Finance Manager.

The relevant business area manager will monitor the new staff member's performance during the probationary period and will provide regular feedback. Any underperformance will be discussed with the employee and additional training provided. All performance meetings will be documented in writing and provided to the Human Resources Manager. An action plan will be agreed upon and signed by the employee. If the employee does not show improvement during the agreed timeframe, their probation period may be

extended, or their employment may be terminated. The overall probation period must not extend beyond six months.

5.6.1 Administrative Staff

Administrative staff are provided with an induction program tailored to their particular type of staff development/position.

The formal induction program will cover:

- An overview of, and access to, all relevant EIT policies and procedures that relate to their required duties
- A current copy of (or web link to) the VET Quality Framework
- An overview of Occupational Health and Safety Guidelines
- Any required training on the use of delivery technologies currently in use
- On-the-job training

5.6.2 Academic (Training and Assessment) Staff

It is critical that new academic staff achieve a good level of understanding of the (mainly) synchronous online technologies to optimise their performance and satisfaction. The induction of new academic staff is thus particularly important to their long-term success and is detailed below.

Academic staff will be required to undertake training in the use of online learning technologies to be used in the development of curriculum resources, teaching methods, delivery of instruction and interaction with students inter alia.

As a part of a continuing professional development policy with online technologies, academic staff are:

- Encouraged to attend each other's lectures/webinars
- Encouraged to attend conferences and courses run by other organisations in relevant technical fields
- Involved in the development and writing of new course proposals and content, as well as reviewing and critiquing the work of other lecturing staff

All prospective academic staff are required to attend/view recordings of webinars relevant to their fields of study and those which they intend to teach. Feedback is then provided. Further monitoring is undertaken by experienced staff through trial presentations before a new lecturer runs a webinar independently.

It is critical that only the highest presentation standards are observed to ensure the students get an outstanding experience. This must be clearly communicated to the instructor by the HR Manager.

Further preparation may be required by the new academic staff member.

5.7 Staff Performance During Probationary Period

New staff will be assisted through the probationary period to perform the duties described in their employment contract to the standard required.

Staff performance is assessed through the use of the following:

- Reviews conducted by the relevant department manager on a regular basis, based on knowledge obtained during the normal management of administrative and teaching operations.
- Webinars are viewed on a regular basis by the Learning Support Officers, and feedback is provided to the instructor.
- Where an instructor's performance fails to meet the required standards, the issues identified are communicated to the VET College Manager. Feedback is provided to the instructor, and the instructor's webinars are monitored to see improvement. Should the instructor not show sufficient improvement or not respond to the feedback, then they are not provided with any more units/modules to teach or assess.
- The results obtained from Student Feedback survey instruments.

6.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

7.0 Related Documents

- Diversity, Fair Treatment and Equal Opportunity Policy.DS
- Ethics Statement.DS
- Facilities and Learning Resources.DS
- Freedom of Speech and Academic Freedom Policy.DS
- Health and Wellbeing Policy and Procedure.DS
- Information Management and Security Policy and Procedure.DS
- Intellectual Property.DS
- Learning and Teaching Policy and Procedure.VET
- Learning and Teaching Resources Policy.DS
- Online Learning and ICT Support Policy and Procedure.VET
- Privacy Policy.DS
- Records Management Policy.DS
- Safety and Security Policy - Students and Staff.DS
- Sexual Assault & Sexual Harassment Policy.DS
- Staff Development Policy.DS
- Staff Drug and Alcohol Policy and Procedure.DS
- Staff Grievance Policy.DS
- Staff Grievance Procedure.DS
- Staff Performance Review Policy and Procedure.DS
- Trainers and Assessors Policy.VET
- VET Regulatory Compliance and Cooperation Policy.VET
- Work Health and Safety and Occupational Health and Safety Policy.DS

8.0 Related Legislation

The following legislation is relevant to this policy; however, not all are mandatory for education providers:

- [Age Discrimination Act 2004 \(Cwth.\)](#)
- [Australian Human Rights Commission Act 1986 \(Cwth.\)](#)
- [Australian Qualifications Framework \(AQF\) \(National Policy\)](#)
- [Credentials Policy \(Cwth.\)](#)
- [Disability Discrimination Act 1992 \(Cwth.\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [Fair Work Act 2009 \(Cwth.\)](#)
- [National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025](#)
- [National Vocational Education and Training Regulator \(Outcome Standards for Registered Training Organisations\) Instrument 2025](#)
- [Occupational Health and Safety Act 2004 \(VIC\)](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Racial Discrimination Act 1975 \(Cwth.\)](#)
- [Sex Discrimination Act 1984 \(Cwth.\)](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Act 2020 \(WA\)](#)
- [VET Student Loan Act 2016 \(Cwth.\)](#)

9.0 Accountabilities

The Governance Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.