



---

## Staff Qualifications, Recruitment and Appointment Policy & Procedure

---

### 1. Purpose

This policy and procedure aims to ensure that each staff member at the Australian Guild of Education Pty Ltd ('AGE') involved in the delivery of, and support for, the Institute's courses is competent for the functions they perform.

---

### 2. Definitions Responsibilities

Terms not defined in this document may be in the AGE glossary.

This policy and procedure applies to all AGE staff, both academic and administrative; to all permanent, casual and contract (sessional) staff; and to all staff involved in the recruitment and appointment process.

---

### 3. Policy Statement

AGE is an equal employment opportunity employer and makes employment decisions without regard to race, colour, religion, gender, sexual orientation, national origin, citizenship, age or disability. Opportunity for employment depends solely on qualifications, experience and competency to undertake the position.

#### Authority to Recruit

- 1.1 A decision to recruit a position within AGE's organizational structure must be approved by the Executive Management Committee.
- 1.2 Opportunities for appointment to new, existing or revised positions will be made available to internal staff for promotion. For full details refer to the Academic Promotion Policy and Procedure.

#### Advertising and Interview

- 1.3 Once a position has been approved for recruitment the following merit selection process is utilized:
  - a. The Chief Operating Officer (COO) authorizes that recruitment for the identified position commence;
  - b. The position description is reviewed revised where necessary or, in the case of a new position, a new position description is developed;
  - c. The position is advertised (either externally, internally or both), advising the necessary skills, experience and qualifications required;
  - d. After the closing date all applications are considered against the selection criteria of the position;

- e. If the position is for sessional academics, an eligibility list is created by the Academic Director, and sessional academic staff are engaged from the eligibility list by the Academic Director in consultation with the Chief Operating Officer (COO);
- f. For all other positions, selected applicants are contacted for interview;
- g. Interview panels will consist of at least two (2) staff members from AGE. Additional staff members or external persons may be invited to be part of the interview panel as required;
- h. Where the interview is for an academic staff position, an appropriate staff member will be included in the interview panel;
- i. Where the interview is for a senior academic staff member, a member of the Academic Board will be included in the interview panel;
- j. All interviewees will be asked the same set of core questions;
- k. After all interviews are completed, panel members will confer and list the applicants in order of preference based on the criteria for the position;
- l. The preferred applicants' qualifications are verified by the relevant manager or delegate (as described below in **Qualifications**);
- m. At least two (2) reference checks of preferred applicants are conducted by the relevant manager or delegate (as described below in **Verification**);
- n. The preferred applicant's right to work in Australia is verified (as described in **Verification**);
- o. Based on the results of the verification of qualifications, reference checks and confirming the individual's right to work in Australia, the panel will select the successful applicant;
- p. The successful applicant's appointment will be approved by the relevant authority (refer **Approval for Appointment**);
- q. The successful applicant is notified and the formal engagement/induction process commences (refer **Engagement and Induction**);
- r. Unsuccessful applicants are notified within seven (7) days of acceptance of the position by the successful applicant; and
- s. Post-interview feedback is offered to all unsuccessful applicants. Feedback will be factual and relevant to the qualifications, experience and competency of the applicant. Personal remarks are to be avoided.

## Qualifications and Experience of Academic Staff

### General Eligibility Criteria

1.4 To be eligible for appointment to a teaching position with AGE, academic staff should have the following:

- Qualifications in a related discipline at least one qualification level above the level that they are teaching.
- Substantial higher education teaching experience with measureable outcomes (e.g. by student feedback of teacher evaluation surveys, awards, etc.).
- Active engagement with the professional community in their area of expertise.
- An understanding of, and commitment to, scholarship in a teaching-only institution.

- For senior academic staff, substantial higher education leadership experience.
- For Unit Coordinators, substantial unit coordination experience.
- For permanent (ongoing) employment, an approved postgraduate qualification in higher education teaching.
- For sessional employment, an approved certificate in higher education.

### **Equivalence of Professional Experience to Academic Qualifications**

4.5 For determining equivalence please refer to the Equivalence Policy and Procedure.

## **4. Policy Statement**

### **Verification**

#### Verification of Qualifications

1.1 The qualifications claimed by an applicant must be verified for authenticity to determine whether they have been issued by a genuine institution and whether they were issued to the applicant.

1.2 The qualifications must be presented in the form of the original testamurs and transcripts issued or copies verified by the issuing authority.

1.3 Originals of qualifications claimed will be sighted and a copy of the document notated as follows:

*“Original sighted”* <Date> <Signed> The certified copy of each qualification claimed will be maintained on the staff member’s personnel e-file.

1.4 Where there is any doubt about the bona fides of a claimed qualification, the issuing institution will be contacted for verification.

1.5 Overseas qualifications are verified for an Australian equivalence.

#### **Verification of Experience**

1.6 Reference checks are conducted prior to the appointment of staff. The Fair Work Ombudsman’s Reference checking template for hiring new employees is a useful guide for such checks.

1.7 Applicants must list their higher education teaching and/or professional experience on a current résumé/curriculum vitae (CV), as well as details of at least three (3) referees who can verify that experience.

1.8 The referees should be confirmed with the applicant at the time of interview or permission sought from the applicant before contacting the referees. At least one (1) referee must have worked with the applicant in a supervisory capacity within the past five (5) years and be able to comment on the applicant’s professional expertise. References from relatives or friends are not acceptable.

1.9 Information gathered during reference checks is confidential and can only be used for the purpose for which it was collected. The privacy of the applicant must be maintained at all times.

1.10 Information gathered must be specifically relevant to the qualifications, experience and competency of the applicant. Generalisations about the applicant’s attendance, honesty, or subjective information about the applicant’s suitability for the job are to be avoided.

1.11 Reference checks can be written verification from the referee or may be

conducted verbally. In the case of a verbal verification, notes will be taken and signed off by the interviewer, who will record the time and date of the interview. Written testimonials and/or notes will be kept with the applicant's/staff member's personnel file.

1.12 Where the checking of references for teaching staff is impractical or inconclusive, the Academic Director may observe classes conducted by the applicant during the probationary period, should the appointment proceed.

### **The Right to Work in Australia**

1.13 In order for AGE to make an offer of employment, the prospective employee must have the right to work in Australia. Australian and New Zealand citizens automatically have the right to work in Australia, as well as Australian Permanent Residents. Everyone else is required to hold a current visa with work rights in order to gain employment in Australia.

1.14 It is illegal for AGE to employ or pay a staff member who does not have the right to work in Australia.

### **Evidence of the Right to Work in Australia**

1.15 The following documents are accepted as proof of the right to work in Australia:

- Australian birth certificate.
- Certificate of Australian citizenship.
- Australian and or New Zealand valid current passport.
- Evidence of permanent resident status.

1.16 Where the document does not contain photo ID, the prospective employee will also be required to provide documentation containing a photo ID in order to verify their identity. Acceptable photo ID may be a valid and current driver's licence or student identification card from another recognised educational institution.

### **Approval for Appointment**

#### **Academic Staff**

1.17 The Academic Director will approve the appointment of all teaching staff prior to their engagement.

1.18 Any academic staff member involved in a leadership role (that is, Academic Director, Discipline Head) will be approved by the Academic Board or their delegate prior to that staff member being engaged.

#### **Managerial, Administrative and Support Staff**

1.19 The Board of Directors will appoint the CEO.

1.20 The CEO will approve the appointment of senior managers who hold non-academic roles as part of the Executive Management Committee.

1.21 Executive Management Committee members will approve the appointment of staff in their area of responsibility. Each member of the Executive Management Committee will include as part of their report at each Executive Management Committee meeting abbreviated CVs for any staff who have been engaged since the last report.

### **Engagement**

1.22 Once an appointment has been approved by the appropriate authority, engagement is confirmed by issuing a Letter of Offer or Service Contract, depending on whether the successful applicant is being engaged as an employee

or contractor, respectively.

1.23 It is usual that any employment agreement will have a probation (qualifying) period in accordance with the National Employment Standards of six (6) months, during which time employment can be terminated at will by either party by providing the appropriate notice stipulated in the Letter of Offer or Service Contract.

1.24 All employment arrangements prior to April 2024 will be in accordance with the Higher Education Awards.

### **Induction**

1.25 Each new staff member will be properly inducted upon commencement of their employment. The staff member will be provided with access to all relevant materials at the beginning of their induction session, including the Staff Handbook and policies and procedures, which are explained to the new staff member.

1.26 The induction session will include information about the staff member's role within AGE, the quality management framework, staff responsibilities for safety and access and equity, conditions of engagement, and organisational and statutory regulations and legislation that affect their work.

1.27 Opportunities for professional development will also be identified during the induction session.

1.28 A Staff Induction Checklist is filled out by the Inductor, signed by the Inductor and Inductee and placed on the staff member's personnel file.

1.29 Following the induction session, all permanent staff members will be allocated a mentor who can be approached for support at any time during their probation period.

### **Record Keeping**

1.30 All records, including the application (with interview notes), verified qualifications, CV/résumé, reference checks, evidence of the right to work and Staff Induction Checklist are maintained in confidence on the staff member's personnel file.

### **Grievances and Disputes**

1.31 It is the policy of AGE to address and resolve issues or concerns at the earliest opportunity. If an applicant, staff member or other party wishes to lodge a grievance or complaint, they may either report the matter to the appropriate Manager or to any member of the Executive Management Committee, or avail themselves of the grievance process as outlined in the *Grievance Policy and Procedure*.

## **5. Definitions**

Terms not defined in this document may be in the AGE glossary.

## **6. Related Legislation and Documents**

### **Documents**

- Staff Induction Checklist
- Fair Work Ombudsman

- Higher Education Academic Staff Award 2020
- Higher Education General Staff Award 2020
- Educational Services (Post-Secondary Education) Award 2010

### Higher Education Standards Framework

This policy and procedure complies with the Higher Education Standards Framework (Threshold Standards) 2015, Standard 3.2, which states:

(3) Staff with responsibilities for academic oversight and those with teaching and supervisory roles in courses or units of study are equipped for their roles, including having: a. knowledge of contemporary developments in the discipline or field, which is informed by continuing scholarship or research or advances in practice.

---

## 7. Feedback

AGE staff and students may provide feedback about this document by emailing [support@guildmusic.edu.au](mailto:support@guildmusic.edu.au)

---

## 8. Approval And Review Details

Approval Review	Details
Governing authority	Board of Directors
Responsible officer	CEO
Endorsed by	Board of Directors
Date of approval	7 March 2024
Date of effect	1 April 2024
Formatting Update	N.A.
Review date	1 April 2027
Version	V1 Est 2024