

Recruitment and Selection Policy

Version Number: 2.3

Effective Date: 1 July 2025

Review Date: 1 July 2026

Approved By: Tamara Mitic

1. Purpose

This policy affirms Stanley College's commitment to a fair, transparent, and merit-based approach to recruitment and selection. Our process ensures that all employment decisions are grounded in merit, promote workforce capability and diversity, and uphold educational integrity, continuous improvement, and positive learner outcomes. Recruitment practices are designed to support organisational competence and meet all regulatory, legislative, and ethical standards.

2. Scope

This policy applies to all candidates and existing employees engaged in recruitment and selection activities across all business areas at Stanley College, including VET, ELICOS, and Higher Education.

3. Key Definitions

The Stanley College Glossary provides a full list of terms and definitions relevant to Stanley College.

4. Policy Principles

4.1 Key Principles

Stanley College's recruitment and selection process is guided by the following principles:

- **Merit-based selection:** Roles are filled by the most suitable candidate based on qualifications, skills, experience, and demonstrated performance.
- **Equal opportunity and diversity:** Recruitment decisions are free from discrimination and support cultural diversity, gender equality, and social inclusion.
- **Transparency and consistency:** The process is open, well-documented, and applied consistently across all roles.
- **Compliance and accountability:** Recruitment aligns with relevant legislation, regulatory standards, and organisational policies.
- **Professionalism and candidate experience:** All applicants are treated with respect, courtesy, and fairness throughout the process.
- **Qualification and credential verification:** Staff must hold appropriate qualifications for their role, with all required certifications verified prior to appointment and subject to any particular standards and or regulatory requirements as may change from time to time.
- **Robust reference and background checks:** Thorough reference and pre-employment checks are conducted to confirm suitability and integrity.

4.2 Recruitment Process

4.2.1 Workforce Planning

Recruitment must be initiated based on approved workforce planning priorities, including budget alignment and organisational strategy according to the relevant requisition procedure as required from time to time.

4.2.2 Position Description

A current and accurate Position Description will accompany every vacancy, detailing essential duties, qualifications, skills, experience and reporting relationships.

4.2.3 Advertising

All vacancies are to be advertised internally and/or externally to attract a qualified and diverse talent pool, unless a direct appointment is justified and approved.

4.2.4 Shortlisting

Shortlisting must be based on the selection criteria. Any real, perceived or potential conflicts of interest are to be documented and managed.

4.2.5 Interviews and Assessments

Interview panels must comprise a minimum of two appropriately qualified members, with panel composition reflecting relevant expertise and, where possible, diversity of perspective. All interview questions must be standardised and directly aligned with the approved selection criteria to ensure fairness, consistency, and merit-based assessment.

Where appropriate, supplementary assessment methods (e.g. presentations, skills tests, written tasks) may be incorporated to support a comprehensive evaluation of candidates.

All interview documentation, including panel notes, scoring matrices, and assessment materials, must be accurately recorded and securely retained by the People & Culture Team in accordance with institutional policy and relevant privacy and recordkeeping legislation.

4.3 Pre-Employment Checks

4.3.1 Reference Checks

At least two reference checks must be conducted with recent or relevant managers/supervisors. Referees must be asked about the candidate's performance, conduct, reliability, and ability to meet role requirements.

Any concerns raised must be discussed with the Hiring Managers, and People and Culture Manager before proceeding.

4.3.2 Right to Work Verification

Candidates must provide evidence of their legal right to work in Australia. This may include a passport, visa, VEVO Check or birth certificate.

4.3.3 Qualification and Certification Verification

Where formal qualifications, certifications, registrations, or licenses are required for the role, these include:

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- Academic transcripts or degree certificates;
- Mandatory professional registrations or credentials (e.g., Certificate IV in Training and Assessment (TAE40122) or equivalent);
- Trade licenses or industry certifications (e.g., RSA);
- Any mandatory training (e.g., First Aid or CPR); or
- Evidence of current vocational competency and industry currency, particularly for Trainers and Assessors, which may include recent work experience, Professional Development records, or industry engagement.

4.3.4 National Police Check

A satisfactory National Police Check must be obtained within 30 days of commencement of a role at Stanley College.

4.3.5 Working with Children Check (WWC)

Where required a valid Working with Children Check must be provided. Where the successful candidate already holds Working with Children Check, the People and Culture Team must complete a WWC Card Validation and complete a WWC Card holder registration. The following roles at Stanley College will require a valid WWC:

- Trainers, Faculty of Early Childhood Education;
- Creche Staff (e.g. Creche Supervisor);
- Trainer, Faculty of Cookery or Hospitality (who deliver the VETDSS);
- Domestic Recruitment Staff (who attend Career Expos at schools); and
- Trainers, Faculty of Health (Trainers who deliver Community Services and Disability units).

4.4 Selection and Offer

The candidate who best meets the selection criteria will be offered the role. Offers of employment must be made in writing and include terms and conditions in line with the Fair Work Act and any applicable Award or Agreement.

4.5 Documentation and Privacy

All records relating to the recruitment and selection process remain confidential to those involved in the formal process. Any personal information collected, stored, used, or disclosed will be managed in accordance with the Stanley College Privacy Policy and Privacy Act 1988 (*Privacy Act*).

4.6 Equal Employment Opportunity (EEO)

Stanley College is committed to being an equal opportunity employer and encourages applications from Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse backgrounds, and people of all genders and sexualities.

All recruitment and selection decisions are made fairly, free from discrimination, and with respect for equity, cultural diversity, and social inclusion. We are committed to treating all candidates with courtesy and professionalism and strive to ensure a positive experience for every applicant, regardless of the recruitment outcome.

Employment decisions are based solely on a candidate's qualifications, experience, and suitability for the role, without regard to gender, race, colour, religion, sexual orientation, nationality, citizenship, economic status, age, or disability.

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4.7 Probation and Onboarding

New employees may be subject to a probation period as specified in their contract. Onboarding processes must support a positive integration into the organisation.

4.8 Review and Continuous Improvement

This policy will be reviewed as needed to reflect changes in legislation or organisational needs by the People & Culture Manager and Vice President - Engagement & Wellbeing from time to time.

4.9 Compliance

This policy complies with all relevant Australian laws and regulations, including but not limited to:

- *Equal Opportunity Act 1984*
- *Australian Human Rights Commission Act 1986*
- *Privacy Act 1988 (Privacy Act)*
- *Standards for Registration Organisations (RTO) 2024*
- *ESOS National Code 2018*
- *Australian Qualifications Framework*
- *Higher Education Standard Framework 2021*
- *Fair Work Act 2009, Fair Work Regulations 2009 and applicable Modern Awards*

5. Roles and Responsibilities

- **People & Culture:** Facilitate and oversee recruitment processes, ensuring consistency, compliance, and fairness. Maintain records and issue formal offers according to the adopted information systems, programs and recruitment resources from time to time.
- **Hiring Managers:** Initiate recruitment, define roles, participate in selection processes, and ensure induction of new staff.
- **Executive Leadership:** Approve recruitment actions in accordance with strategic and budgetary priorities.

6. Policy Information

Policy Area	VET / HE
Authorised Officer	People and Culture Manager
Supporting documents, procedures, work guidelines and forms	Recruitment and Selection Procedure Code of Conduct Privacy Policy Position Description Template Trainer and Assessor Competency Policy (VET)Trainer and Assessor Competency Procedure (VET)
Audience	Public

7. Compliance Monitoring Summary

Not yet determined.

8. Link to Standards

8.1 RTO Standards 2025

Not yet determined

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