

1.03.817 EMPLOYEE GAIN TRAIN RETAIN POLICY

This policy is applicable to: All IRT Academy employees and Third Parties acting on behalf of IRT Academy.

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DOCUMENT CONTROL

Policy Number: 1.03.817	Policy Owner: General Manager IRT Academy	Version: 4.0
Contact position: General Manager IRT Academy	Approved for circulation: Group Leadership Team	TRIM classification reference: EDOC2015/02228
Date approved: February 2015	Review due to: Legislative change	Next review due: February 2018
Procedure Manual reference: Employee Gain Train Retain Trainer Currency & Professional Development	Compliance/Accreditation/ Standards reference: Standards for RTOs 2015 Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses. 1.14, 1.15, 1.16, 1.17	

REVISION RECORD

Date	Version	Revision description
April 14	1.0	IRT Academy major review of all policies and procedures against Standards for NVR Registered Training Organisations 2011 - Essential Standards for Continuing Registration.
	2.0	Previous Policy to be superseded.
April 13	3.0	Deleted descriptive information that serves context purposes and not required in the Policy/Procedure document. Included references to Operations Coordinator. Updated professional development recording procedure.
	3.1	Unscheduled update due to establishment of Annual KPI Form.
Mar 14	3.2	Update of naming of documents in Professional Development and Currency Point system
Jan 15	4.0	Update to incorporate Standards for RTOs 2015

1. TITLE

1.03.817 EMPLOYEES GAIN TRAIN RETAIN POLICY

2. POLICY STATEMENT

At IRT Academy we are committed to meeting our obligations under legislation as an employer and ensuring that employees are appropriately inducted and given the organisational knowledge to perform their duties.

3. PURPOSE

To meet the requirements of:

- National Vocational Education and Training Regulator Act 2011; and
- Standards for Registered Training Organisations 2015.

4. SCOPE

The scope of this policy covers all IRT Academy employees and/or third parties acting on behalf of IRT Academy.

5. OBJECTIVE

The purpose of this policy is to:

To ensure that all students are provided with training and assessment services by Trainer/Assessors who hold the appropriate level of qualification and vocational experience for the course/qualification enrolled in.

6. POLICY DETAILS

We will do this by:

- Ensuring that all employees receive timely and appropriate information, instruction and training to commence their duties;
- Ensuring that all employees receive information to enable them to understand our policy and procedure particularly with regard to training operations;
- Ensuring that all employees are aware of relevant employment and other administrative procedures;
- Ensuring that employees details are accurately recorded by us including certification of required qualifications and credentials;
- Ensuring that all employees receive adequate and appropriate support during their preparation to undertake their duties.
- Providing support for career advancement, so that we will retain employees who perform well;

- Enhancing the standard of performance of all employees members in their current jobs;
- Maintaining and increasing job satisfaction;
- Improving and developing the ability of employees members to initiate and respond constructively to change;
- Maintaining and continuously improving the vocational skills and knowledge of trainers and assessors;
- Providing opportunities for employees to play an active role in their own professional development; and
- Ensuring trainers and assessors maintain the currency of vocational and VET skills and knowledge necessary to deliver the delegated Training Package qualifications/skill sets/ units of competency.

6.1 Responsibilities

The following personnel are responsible for the application of this policy:

- The General Manager is to provide adequate on-boarding programs and procedures which achieve the aims of this policy and which foster cohesion and a productive work environment.
- Supervisors/Coordinators are to implement on-boarding programs and procedures and work closely with employees to ensure that they are prepared for their duties in accordance with the aims of this policy. Supervisors are to monitor the on-boarding of new employees and report progress and finalisation of on-boarding.
- Current employees are to actively engage with new employees to guide their on-boarding and to provide support during their transition to their new duties. Current employees play an important function in the peer support component of professional development particularly as it relates to our own approach to training and assessment.
- New employees are to actively participate in the IRT Academy on-boarding program(s) and procedures and seek out information rather than waiting for it to be provided to them. Active participation includes reviewing IRT Academy policies and procedures carefully, taking responsibility for their own preparation to commence their duties and seeking clarification to uncertainties.
- At IRT Academy we are committed to meeting our obligations under legislation as an employer and ensuring that employees are appropriately inducted and given the organisational knowledge to perform their duties.

7. ROLES AND RESPONSIBILITIES

All employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Specific roles and responsibilities of employees and management are outlined in Section 6 of this policy.

Specific roles and responsibilities of areas/departments/functions are outlined in the table below.

Role	Responsibility
Policy Owner - General Manager IRT Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor - Operations Coordinator	Ensure day to day implementation and compliance with policy.
Policy Implementation - Trainer/Assessor	Implement procedure as per IRT Academy Procedure Manual

8. EDUCATION AND STAFF DEVELOPMENT

This is a Standard Policy.

Education and Staff development relevant to this policy will occur via:

- Via IRT Academy On-Boarding procedure.
- Via IRT Academy quarterly meetings.

This is a standard policy - specific education is not required, employees are expected to be familiar with this policy.

9. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- Operations Coordinator
- General Manager

The policy will be reviewed every 3 years by the General Manager IRT Academy.

Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy.
- New business activities impacting on this policy.
- Changes to internal controls relating to this policy.
- Changes to legislative and/or regulatory requirements.

10. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
RTO	Registered Training Organisation

11. ASSOCIATED PROCEDURES AND FORMS

Name and number of document
IRT Academy Procedure Manual
IRT Academy Management Manual
Form 001 Performance Planning
IRT Annual KPI Form
IRT Academy On-boarding Checklist
IRT Academy Trainer Assessor Receipt Register
IRT Academy Professional Development Record

12. REFERENCES – COMPLIANCE AND BEST PRACTICE

Legislative references
National Vocational Education and Training Regulator Act 2011
Best Practice references
Standards for RTOs 2015 Standard 1 The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.

Compliance Plan reference: Not applicable

13. LINKS TO OTHER POLICIES

Associated Forms and Other Documents
See associated IRT Policies and Practices - Section 2 People and Culture - Policy and Practices 2.26 Recruitment and Selection