

MITP16: Staff Management Policy – Student Information

Purpose of This Policy

This policy ensures Menzies Institute of Technology maintains high-quality staff who are appropriately qualified, experienced, and committed to delivering excellent vocational education. We recruit and manage our trainers, assessors, and support staff according to national standards to ensure you receive quality training from qualified professionals.

What This Means for You

All trainers and assessors teaching you have verified qualifications and current industry experience. They participate in regular professional development to maintain industry currency and teaching skills. Our staff undergo thorough background checks, comprehensive induction, and ongoing performance reviews to ensure they provide you with quality education and support.

Your Trainers and Assessors

All trainers and assessors must have current vocational competency in the subject they teach, hold the required training and assessment qualification (TAE), and maintain industry skills through regular professional development. We verify all qualifications and experience before employment. Trainers complete at least four professional development activities annually covering industry skills, VET knowledge, competency-based training, and student support.

How We Recruit and Support Our Staff

- **Step 1: Recruitment and Selection:** We recruit staff based on merit, ensuring all trainers meet Credential Policy requirements. Applications are verified including qualifications, industry experience, and reference checks.
- **Step 2: Induction:** All new staff complete comprehensive induction covering our organization, policies, workplace safety, regulatory requirements including Standards for RTOs 2025, course information, and student support services.
- **Step 3: Professional Development:** Trainers participate in ongoing professional development in industry skills, VET knowledge, competency-based training, and student engagement. Development activities are planned, documented, and monitored quarterly.
- **Step 4: Performance Reviews:** Staff participate in regular performance reviews providing opportunity for feedback, goal setting, and professional progression discussions.

- **Step 5: Industry Currency:** Trainers maintain current industry skills through professional development, industry consultation, conferences, and practical experience in their field.
- **Step 6: Ongoing Support:** Staff receive continuous support including access to resources, professional development opportunities, and assistance to perform their roles effectively.

Key Information

Student Support Contact: Our Student Services Officer is your official point of contact for international student matters. All staff are inducted on international student visa requirements and support services.

What You Can Expect: All staff act professionally and ethically, follow Australian legislation and Institute policies, demonstrate customer service commitment, maintain confidentiality of your information, and participate in ongoing professional development to provide current industry knowledge.

Quality Oversight: The VET Workforce Management Committee oversees staff recruitment, professional development, performance monitoring, and ensures all trainers meet required standards. The committee reports bi-monthly to Executive Leadership.

Standards Compliance: Our staff management practices comply with Standards for RTOs 2025 including workforce management, trainer qualifications, industry currency, and professional development requirements to ensure quality education delivery.

Need More Information?

If you have questions about our trainers, staff qualifications, or would like to provide feedback about your learning experience:

Student Services Officer: 1300 244 002, academics@menzies.vic.edu.au

You can also provide feedback through student surveys or speak directly with your Course Coordinator.

Related Policies

MITP33 Privacy Policy and Procedure, MITP88 Staff Code of Conduct, MITP26 IT Resources and Usage Policy, MITP21 Workplace Bullying Policy, MITP22 Sexual Harassment Policy, MITP92 Leadership and Accountability Policy

Related Forms

MFA78J Trainer Assessor Performance Review, MFA78K Administrative Staff Performance Review, MFA25 Staff Qualifications Verification Form, MFA78E Trainer Assessor Professional Development Plan, MFA78F Staff Induction Plan, MFA78G Trainer Assessor Induction Plan

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This is a summary for students. For the complete policy, visit our website or contact Student Services.

Menzies Institute of Technology | RTO Code: 21834 | CRICOS Code: 02815M

Website: www.menzies.edu.au | Phone: [INSERT PHONE] | Email: [INSERT EMAIL]