



Human Resource Management Policy and Practices

1. Objective

- 1.1. The objective of Human Resource Management within AUSI is to pursue practices which attract and retain staff of high quality.

2. Recruitment and Employment Conditions

- 2.1. AUSI will recruit from among the body of applicants those staff who are most appropriately qualified and suited to the undertaking of the duties assigned to the position in question.
- 2.2. The Staff recruitment process will ensure:
 - 2.2.1. a clear job description is given at the time of promoting the vacancy
 - 2.2.2. a rigorous selection process is followed
- 2.3. AUSI is committed to ensuring all staff are aware of their entitlements and the Institute's expectations with respect to their employment through:
 - 2.3.1. Job Description Forms that clearly assign duties, accountabilities and responsibilities
 - 2.3.2. A concise Contract of Employment which clearly states any entitlements of expectations not covered by the Job Description Form.
- 2.4. AUSI is committed to ensuring that the conditions of employment, including salary levels and entitlements are consistent with related industry standards. This is achieved through:
 - 2.4.1. regular review of entitlements in relation to published government minimum wage/entitlements
 - 2.4.2. monitoring of salaries at like institutions, government and private, and
 - 2.4.3. Annual Staff Performance Review process.

3. Staff Induction, Equity and Safety

- 3.1. AUSI is committed to ensuring that new employees are familiarised with their new working environment in a welcoming timely manner.
- 3.2. A Staff induction process, which incorporates an induction checklist and the presentation of a staff induction pack to the new employee, is carried out.
- 3.3. AUSI is committed to safeguarding the health, safety and welfare of its employees. As such, a comprehensive OSH Policy and Harassment Guidelines is in place.
- 3.4. AUSI will provide an accessible and equitable workplace free of harassment and any direct or indirect discrimination, and ensure that all staff are aware of their rights and of the provision and use of appropriate support services.
- 3.5. Policies and plans for discrimination, sexual harassment, Access and Equity, Disability Services, industrial and employee relations are in place and actively supported.
- 3.6. AUSI employees will be fully aware of the policies and practices in place for the assurance of the health, safety, and welfare of customers in an accessible, equitable learning environment free of discrimination and harassment.
- 3.7. Ongoing staff training programs will ensure staff remain aware of these policies.

4. Performance Review, Evaluation and Feedback

- 4.1. AUSI is committed to providing all staff with regular performance feedback.
- 4.2. AUSI will regularly monitor staff awareness and satisfaction levels
- 4.3. A regular performance review will be held at least annually at which time the employee's Job Description Form will also be updated.
- 4.4. For new employees, a review will be held at the end of their probationary period.
- 4.5. Feedback mechanisms are in place including separate staff, agent and student feedback and follow-up action plans.

5. Staff Development

- 5.1. AUSI will provide opportunities that enable staff to maximise their contribution through the use and continuous further development of their special skills and expertise.
- 5.2. AUSI encourages staff links with industry and professional bodies.
- 5.3. AUSI will assist where possible with Study Work Release during business hours.
- 5.4. AUSI will offer ongoing staff training for in-house programs and systems to ensure the current, relevant work skills.

6. Contribution to and Development of AUSI

- 6.1. AUSI intends all its employees to be aware of and respect the importance of the roles of all staff in the continuing development of AUSI.
- 6.2. Regular communication of current and forthcoming activities is promoted through such Staff Meetings, emails and in-house publications
- 6.3. AUSI encourages, at all times, the development of an enterprise culture among all staff. Examples of this include the Budget process which ensures a consultative approach and broad base of ownership, and performance-based bonuses.
- 6.4. AUSI is committed to empowering its employees to participate in and contribute to planning and decision-making processes where appropriate. This is evidenced through
 - 6.4.1. Job Description Forms,
 - 6.4.2. Quality Management System and Document Control Process,
 - 6.4.3. Membership to internal committees,
 - 6.4.4. Staff participation in regular Admin and Academic whole group meetings, and
 - 6.4.5. Strategic Planning Process which requests staff/Cost Centre contributions & imparts knowledge of the future planning and direction of AUSI back to staff.
- 6.5. AUSI is committed to empowering its employees to contribute to the continuous improvement of the quality of its products and services.

7. Review and Improvement

- 7.1. AUSI constantly monitors the appropriateness and adequacy of its human resources in the light of its strategic goals and directions. This is brought about by the maintenance of following processes:
 - 7.1.1. Human Resource Management Committee meetings
 - 7.1.2. Product Development & Training Delivery Policy
 - 7.1.3. Maintenance of up-to-date Staff Register
 - 7.1.4. Up-to-date Personnel files
 - 7.1.5. CV's
 - 7.1.6. Staff Training records
 - 7.1.7. Student survey feedback and follow-up action
 - 7.1.8. Staff Survey feedback and follow-up action