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# STAFF RECRUITMENT POLICY

## QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

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### National Quality Standard (NQS)

<b>Quality Area 7: Governance and Leadership</b>		
7.1	<b>Governance</b>	Governance supports the operation of a quality service

### Education and Care Services National Regulations

<b>Children (Education and Care Services) National Law</b>	
126	Centre-based services—general educator qualifications
133	Requirement for early childhood teacher—centre-based services—60 to 80 children
136	First aid qualifications
137-143	Approval and determination of qualifications
145-152	Staff and educator records—centre-based services

### Introduction

Woden Early Childhood Centre (WECC) implements fair and non-discriminatory recruitment practices in the employment of appropriately qualified, skilled and experienced educators. Educators are the critical component in the provision of high-quality education and care for young children and services to their families. WECC must be able to attract (and then retain) high quality educators in order to achieve its organisational goals.

### Purpose

The goal of this policy is to provide a clear and transparent process for recruiting new educators, which ensures a consistent process is followed.

## Scope

This policy applies to children, families, staff, management, and visitors of the Centre.

## Implementation

WECC supports the principles of the Discrimination Act 1991 (ACT) 11. In order to find the best applicant/s for the position, WECC is focused on the requirements of the job rather than on questions or assumptions about the applicant's circumstances or background. WECC does not discriminate against applicant/s with regard to any of the grounds outlined in section 7 of the Discrimination Act 1991 (ACT).

At the Federal level, the following legislation applies:

- Australian Human Rights Commission Act 1986
- Age Discrimination Act 2004 (Cth)
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

WECC develops and monitors all employment policies, practices and procedures to ensure that equal opportunity principles are followed in all areas of educator recruitment, induction and management.

### **PRACTICES**

The following practices relate to the appointment of permanent and long-term temporary positions within WECC, rather than for short term or casual staff appointments.

#### **General**

When a position becomes vacant, the Nominated Supervisor or Director will review the position and WECC's requirements. The review considers the particular role, responsibilities, qualifications and/or skills required, position within WECC's staffing structures and if WECC's requirements can be met in a different way.

Generally, most vacant positions are advertised externally in order to gain a wide pool of suitable applicants from which to select a new educator. However, wherever possible, a vacant position may initially be advertised internally.

Internal applications follow the formal recruitment process (as outlined below) to ensure that positions are filled without bias or advantage/disadvantage to all applicants.

WECC may also need to determine if regular casual educators can apply for internally advertised positions. Otherwise, these educators can only proceed when external applications for permanent positions are sought.

#### **Advertising the position**

Depending on the position vacant, advertising for the position will be via an internal notice within the staff room or, if external, via newspaper (local and/or regional, national) the internet, or through a recruitment agency.

The advertisement will reflect WECC's philosophy or focus, it will include, the tenure/status of the position, including the qualifications (where relevant) and experience needed, information or documentation required of the applicant, closing date, contact person for further information, address, fax and email details and requirements under the Working with Vulnerable People check (WWVP). The position description and selection criteria will be available on request.

External advertisements will include the words “Only successful applicants for an interview will be contacted.” This is to avoid the need for the Nominated Supervisor or Director to respond to all applications received.

When applicants make contact about the position, the following information will be sent to them:

- information about WECC
- position description
- any other document/s considered relevant to the position.

### **Interview Panel**

For all positions (except for Director) the panel usually consists of:

- WECC Director
- WECC's Educational Leader or another senior educator and/or
- Management Committee or family representative (available)

For WECC Director, the panel will usually consist of:

- Management Committee President (convener)
- member of Committee Executive
- independent or family representative
- educator representative (as an observer to provide informal feedback).

### **Culling Process**

When the number of applications received numbers more than 10, the Nominated Supervisor or Director may do an initial cull.

The panel members undertake the final culling of applications using the selection criteria as the basis for offering an interview.

When culling applications, care needs to be taken not to exclude an applicant/s:

- with overseas qualifications before the qualifications have been checked for acceptability
- with work experience which, while unusual, may be relevant
- on the basis of assumptions about physical attributes or any other discriminatory factors which have no bearing on the performance of tasks required.

### **Interview Process**

As relevant, the panel will decide if the questions are to be provided, in writing, to the applicant immediately prior to the interview.

All applicants will be asked the same questions.

As relevant, the panel decides if the applicant/s receive a tour of WECC following their interview and, if so, arrange this with other educators.

The panel recognises that interviews can be stressful and will make each applicant feel as comfortable as possible during the process.

### **After the Interviews**

The interview panel discusses all applicants and arrives at a majority decision, but preferably a consensus decision, on the successful applicant.

Consideration is given to a second choice for the position in the event that the preferred applicant declines the position.

The convener of the panel checks at least two referees of the preferred and second choice applicant. The panel agrees on specific aspects/questions to be asked of referees and referee reports are documented.

The applicant is made aware that only people holding a Working with Vulnerable People Check will be considered for the position as stated in the advertisement. They are made aware in their interview that it is a condition of employment for the people on the panel to view their WWVP check or a receipt for the purchase of the renewal of their WWVP check.

A letter of appointment/contract of employment is prepared and two copies are provided on the first day of employment, for the applicant's signature on both copies. One is kept by the educator and the other copy is placed on the educator's personal file.

Where the applicant has a Certificate 111 in Early Childhood Education, Diploma of Children's Services or Bachelor's degree, they will be asked to provide a copy of their certificate. If they are currently working towards a qualification they will be asked to provide a copy of their transcript.

### **Unsuccessful Applicants**

Unsuccessful applicants are advised. However, this process is not undertaken until the chosen applicant has accepted the position.

As a professional courtesy, notifying unsuccessful applicants is done in a timely manner following the interview.

Consideration is given to providing feedback to unsuccessful applicant/s, should they request this.

Any written applications, copies of certificates and any referees' reports of unsuccessful applicants will be kept by WECC for 12 months.

## Related policies / documents

- *Induction of new educators*
- *Staff code of conduct*
- *Staff development and review*

## Sources and references

- Children's Services Regulation 2004 (Part 4, Division 1, Clause 51)
- Anti-Discrimination Act 1977
- Equal Employment Opportunity (Commonwealth Authorities) Act 1987
- NSW Industrial Relations Act 1996
- ACT Government. Access Canberra-  
[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804/~/working-with-vulnerable-people-%28wwvp%29-registration](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwvp%29-registration)

## Authorisation

*Jennifer Hayes*  
*President*  
*2019 WECC Management Committee*