


POLICY AND PROCEDURE			
Doc #: PP - 1.1		Staff Recruitment and Selection	
NVETR (Outcome Standards for RTOs) Instrument 2025 Standard 3.1, 3.2, 3.3	NC: 11		
Credential Policy 1, 3			
HESF (Threshold Standards) 2021: 3.2			
ELICOS Standards 2018: 6			
NSW Teacher Accreditation Manual 2026			
Rev #: 9	Approved By: Group Chief Operating Officer	Date: 22/06/2026	

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
1	New – Adapted from AAC’s Selection of Teachers Procedure	Zita	13/11/13
2	Changed the format of the Policy and Procedure	Zita	25/9/14
3	<ul style="list-style-type: none"> • Replaced SNR 15.4 with Standards 1.6 (b), 1.3 and 1.4 • Replaced to Standards for NVR Registered Training Organisations to Standards for Registered Training Organisations (RTOs) 2015 Added “requires the relevant vocational competencies at least to the level being delivered or assessed at a minimum” in clause 5.3.2 Documents to submit prior to Interview	Jeevan	1/4/15
4	<ul style="list-style-type: none"> • Reviewed and updated according to Standards for Registered Training Organisations (RTOs) 2015 • Standards 1.13, 1.14, 1.15 and 1.16 has been added 	Cindy	03/03/2016
5	Working with Children Check requirement was added in clause 5.3.2	Elaine	27/03/2017
6	Updated reference to National Code 2018 standards.	Elaine	06/02/2018
7	Replaced references to TAE40110 with TAE40116.	Elaine	27/03/2019
8	<ul style="list-style-type: none"> • Updated purpose to include AAPoly Vocational, STA and Vostro • Updated scope to include all staff • Renamed the policy to Staff Recruitment and Selection • Updated the procedure and the mapping of the National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025, and Credential Policy 	Compliance	24/09/2025
9	<ul style="list-style-type: none"> • Complete redraft to consolidate AAPoly Policy v4.4, ACA Group VET Policy v8 and Discover English Policy PP016 into a single Group wide document. 	Joanna	22/06/2026

1.0 Purpose

This policy and procedure establishes a fair, transparent, and consistent framework for the recruitment and selection of all staff across the Academies Australasia College (ACA) Group, as listed in Schedule 1. It applies to appointments in Higher Education (HE), Vocational Education and Training (VET), English Language (ELICOS), and professional and administrative roles.

The policy ensures that all recruitment activity is merit-based, non-discriminatory, and compliant with applicable legislative and regulatory standards, including:

- Higher Education Standards Framework (HESF) 2021
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025
- ELICOS Standards 2018
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- NSW Education Standards Authority (NESA) requirements for approved school providers, as detailed in the Guidelines for Approved NSW School Providers Delivering Courses to Overseas Students
- Equal Employment Opportunity (Commonwealth Authorities) Act 1987
- Child Protection (Working with Children) Act 2012

2.0 Scope

This policy applies to all ACA Group employees involved in recruiting and selecting applicants for continuing, fixed-term, and casual appointments across all colleges listed in Schedule 1. It covers:

- Academic teaching staff in HE, VET, and ELICOS programs
- Professional and administrative staff
- Managerial and executive staff

Sector-specific requirements for HE, VET, ELICOS, and professional staff appointments are set out in Section 7 (Selection Criteria).

3.0 Definitions

Term	Definition
Appointment	The formal engagement of a candidate to fill a vacant position.
Department Head / Designated Head (DH)	The senior leader responsible for a faculty, department, or operational area. In this policy, the Department Head holds primary accountability for all recruitment activity within their area. This includes both academic department heads (e.g. Academic Dean, Academic Manager) and non-academic department heads (e.g. heads of Student Services, Compliance, Marketing, Admissions, Finance).

ELICOS	English Language Intensive Courses for Overseas Students. A regulated sector of Australian international education, governed by the ELICOS Standards 2018 and the National Code 2018.
ELICOS College	A college within the ACA Group registered to deliver ELICOS programs (refer Schedule 1).
Higher Education (HE) Staff	Higher Education Academic and teaching staff employed at AAPoly.
Overseas Qualifications	Academic or professional credentials awarded by an institution outside Australia.
Professional Staff	Non-teaching staff employed in administrative, operational, marketing, compliance, finance, student services, or other support functions.
Recruitment	The process of attracting, screening, and selecting qualified candidates for employment.
Selection Criteria	The essential qualifications, skills, knowledge, experience, and personal attributes required to perform a role.
Short-list	A reduced list of candidates selected from the full applicant pool for progression to interview.
VET Staff	Trainers and Assessors employed at ACA Group colleges registered as Registered Training Organisations (RTOs) under the NVETR Outcome Standards 2025.

4.0 Responsibilities

Role	Responsibility
Department Head / Designated Head (DH)	Primary accountability for all recruitment within their area. Identifies staffing needs; prepares and updates Position Descriptions; prepares and submits advertisements for CEO approval; manages the application process; leads shortlisting; conducts interviews; contacts referees; recommends candidates to the CEO.
Compliance Officer / Manager	Verifies the authenticity, accuracy, and completeness of documents submitted by applicants for VET teaching roles, including qualifications, industry currency evidence.
CEO / Principal	Approves all Position Descriptions, advertisements, appointments, and commencing salaries before formal notification to candidates. Engages a professional recruitment agency for senior or executive roles where

	appropriate. Makes the final determination where a Selection Panel cannot reach consensus.
Administration Officer (where applicable)	Provides administrative support including acknowledging applications, scheduling interviews, and maintaining recruitment records and staff files. Conducts reference and background checks as directed.

5.0 Policy Principles

- 5.1** The College is committed to recruiting the most suitable candidates through a fair, transparent, and merit-based selection process. Recruitment and selection practices are guided by the principles of equity, equal employment opportunity, inclusivity, and cultural diversity.
- 5.2** Vacancies are filled through open advertisement to attract the best available candidates. For senior or executive roles, the CEO may engage a professional recruitment agency to assist with sourcing and initial assessment. Final recommendation authority remains with the Selection Panel.
- 5.3** While open advertisement is the default to ensure merit-based selection (5.2), where a suitable internal candidate exists, the Department Head may consider a direct transfer or promotion without external advertising, provided it is approved by the CEO..
- 5.4** The Department Head is responsible for conducting all aspects of recruitment and selection for staff within their area, including interviewing. The CEO leads the process for managerial and executive appointments.
- 5.5** All recruitment practices are non-discriminatory and accessible, with clear and objective selection criteria in place to support consistent decision-making. To foster a diverse and representative workforce, the College actively promotes culturally inclusive practices and may implement strategies, where appropriate, to encourage the participation of Aboriginal and Torres Strait Islander Peoples. Reasonable adjustments are made throughout the recruitment process to ensure that candidates with disabilities are not disadvantaged.
- 5.6** All appointments must comply with sector-specific regulatory requirements applicable to the role, including credential standard for teaching staff, Working with Children Check requirements, and any applicable professional registration requirements.
- 5.7** All staff in roles involving direct contact with students under the age of 18 years must maintain a valid Working with Children Check (WWCC) or state/territory equivalent.

6.0 Procedure

6.1 Identification of Staffing Needs and Position Description

The Department Head identifies the need for a new staff member and initiates the recruitment process. Before advertising, the Department Head reviews and updates the Position Description for the vacant role, considering:

- Changes in organisational structure, reporting lines, or number of direct reports
- Changes to the function, tasks, or level of authority of the role

- For teaching roles: alignment with relevant training packages, credential requirements, and regulatory standards applicable to the sector (HE, VET, or ELICOS)

The updated Position Description is submitted to the CEO for approval before the role is advertised.

6.2 Receiving Applications

Applications are directed to the Department Head (or a nominated contact specified in the advertisement). Applicants must submit, as a minimum:

- A current resume with at least two professional references
- Certified copies of relevant qualifications and licences
- Any additional documents specified in the advertisement (e.g. Working with Children Check, professional registration evidence)
- A completed Trainer and Assessor Profile and VET relevant forms (applicable for VET trainers)

6.3 Shortlisting

DH reviews applications and shortlists candidates based on submitted documentation and alignment with selection criteria. Shortlisting may be conducted independently or with input from a nominated panel member, with each assessor making an independent evaluation.

For VET teaching positions, the Compliance Officer/Manager verifies the authenticity of submitted documents, and may conduct reference and background checks, including verifying credentials with issuing bodies, before or during the shortlisting process.

6.4 Selection Panels

A Selection Panel might be established for recruitment process to interview and recommend candidates for appointment. Members must be of equal or senior rank to the expected appointment. The Selection Panel composition might include the DH and the CEO or the nominated member who is the specialist in the discipline.

All panel members must ensure that they review all applications and supporting documentation thoroughly; have no conflict of interest with any applicant; and maintain strict confidentiality throughout and after the process. Any actual or perceived conflict of interest must be disclosed to the CEO before shortlisting or interviewing begins. Panel members with a conflict of interest must withdraw from the process and must not act as a referee for any applicant. The CEO determines whether a member with a declared interest may continue.

6.5 Interviews

The Department Head is responsible for conducting interviews of staff within their area. For managerial and executive positions, the CEO leads the interview process.

Selection is based on merit, assessed through the candidate's qualifications, experience, work performance, and personal qualities relative to the selection criteria and to other applicants.

All shortlisted candidates will be interviewed in person. Where this is not practicable, interviews may be conducted by video conference.

Core questions are based on the selection criteria. Supplementary questions may be asked to clarify information or gather further relevant detail. Shortlisted candidates must bring original copies of all qualifications and certifications for verification at interview.

6.6 Verification of Qualifications

Verification of all qualifications and credentials is mandatory and must be completed before an offer of employment is confirmed. All candidates recommended for appointment must provide original or certified copies of qualifications, licences, and any other credentials listed in their application.

The Compliance Officer/Manager is responsible for verifying qualifications submitted by applicants for teaching roles. For professional and administrative staff, the Department Head is responsible for sighting and recording evidence of qualifications. Copies of all verified documents are retained on the employee's personnel file.

Notes on Overseas Qualifications

Where an applicant holds qualifications awarded by an institution outside Australia, an assessment of equivalency by a recognised body is required before the appointment is confirmed. The following pathways apply:

- Qualifications may be assessed through the Australian Qualifications Framework (AQF) or a relevant professional or regulatory body for the role
- For VET teaching roles: overseas qualifications are assessed for equivalency against the requirements of the NVETR Outcome Standards 2025
- For HE teaching roles: overseas qualifications are assessed against the requirements of HESF 2021 Standard 3.2.
- For ELICOS teaching roles: overseas teaching qualifications (e.g. CELTA, TESOL equivalents) are assessed against the ELICOS Standards 2018.

6.7 Reference Check

The Department Head or a nominated administrative officer will contact at least two (2) referees before finalising the recommendation. At least one referee must be an immediate or recent direct supervisor of the applicant. The applicant's current employer will only be contacted with the applicant's prior written consent.

The College may make such other enquiries as it deems appropriate to validate the selection process, including background checks consistent with applicable law.

6.8 Offer of Appointment and Onboarding

Once approved, the CEO issues a formal letter of offer and employment contract to the successful candidate. The candidate must sign and return the contract before commencing duties.

All verified documents are scanned and stored in electronic copy format in the staff file. New staff details are recorded in the Employee Personal Record Form. For teaching staff, the Staff Matrix is also updated with qualification and currency evidence.

The Department Head (or CEO nominee) communicates outcomes to all shortlisted applicants.

7.0 Selection Criteria by Staff Category

The following table sets out the minimum selection criteria and documentation requirements by staff category. All staff must meet the general criteria. Sector-specific rows apply in addition to the general criteria.

Staff Category	Criteria and Requirements
All Staff – General Criteria for Professional / Administrative Staff (applies to every appointment)	<ul style="list-style-type: none"> • Relevant academic and/or vocational qualifications for the role • Relevant industry, sector, or professional experience • Demonstrated capacity to fulfil the duties outlined in the Position Description • Effective communication and interpersonal skills • Alignment with the College’s values, culture, and strategic direction • Proficiency in relevant systems and technology • Experience in an education or regulated service environment (desirable) • Current Working with Children Check (all roles involving contact with students under the aged of 18yo)
VET Trainers and Assessors – Additional Requirements	<p>Academic and Vocational Qualifications:</p> <ul style="list-style-type: none"> • Holds vocational competencies at least at the level being delivered or assessed • TAE40122 Certificate IV in Training and Assessment, or TAE40116 / TAE40110 (or successor qualification) • Meets credential requirements under the NVETR Outcome Standards 2025 <p>Documents required prior to interview:</p> <ul style="list-style-type: none"> • Current resume with at least two professional references • Completed Trainer and Assessor Profile • Certified copies of all relevant qualifications and licences • Any other supporting documentation specified in the advertisement <p>Experience and Industry Currency:</p> <ul style="list-style-type: none"> • Preferably at least one (1) year of experience in training and/or relevant industry practice • Demonstrates industry currency in the relevant vocational area
Higher Education Academic Staff – Additional Requirements	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> • Holds a qualification at least one AQF level above the highest level being taught, or equivalent professional recognition • Compliance with HESF 2021 Standard 3.2 requirements for academic staffing

	<p>Experience:</p> <ul style="list-style-type: none"> • Relevant higher education teaching experience and/or demonstrated professional practice at an equivalent level • Scholarly and/or professional engagement in the discipline area <p>Documents required prior to interview:</p> <ul style="list-style-type: none"> • Current academic CV with referee details • Certified copies of all relevant qualifications • Evidence of any professional registration or accreditation
<p>ELICOS English Language Teachers – Additional Requirements</p>	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> • CELTA, TESOL, or equivalent recognised English language teaching qualification • Bachelor’s degree or higher (any discipline) • Current Working with Children Check <p>Preferred Attributes:</p> <ul style="list-style-type: none"> • Experience teaching English to culturally and linguistically diverse or international students • At least one (1) year of adult English language teaching experience • Understanding of the specific needs of international students in an ELICOS context
<p>High School Teachers (Years 11-12)</p> <p>(NESA Accredited / CRICOS)</p>	<p>Essential Accreditation & Qualifications:</p> <ul style="list-style-type: none"> • Holds current accreditation with the NSW Education Standards Authority (NESA) at Conditional, Provisional, or Proficient level • <p>Documents Required Prior to Interview:</p> <ul style="list-style-type: none"> • NESA Accreditation Number (verified online) • Valid Working with Children Check (WWCC) number – mandatory condition of employment • Certified copies of all teaching qualifications and academic transcripts <p>Experience (desirable):</p> <ul style="list-style-type: none"> • Holds a four-year accredited teaching qualification (or AQF qualification package) including an initial teacher education (ITE) program • For Years 11-12, meets NESA's Subject Content Knowledge (SCK) requirements for the specific subjects taught • Minimum one (1) year teaching experience in a secondary school setting • Experience teaching international (CRICOS) students or culturally diverse cohorts • Understanding of NESA curriculum requirements for Stage 6 (Years 11-12) courses

8.0 Continuous improvement

The COO is responsible for the review of this policy and procedure to assess compliance with applicable regulatory standards and identify opportunities for improvement. Department Heads contribute findings from their own recruitment activities. Review outcomes are documented in the College's Continuous Improvement or Corrective Action register.

Feedback and suggestions regarding this policy should be directed to the COO on g.rodriquez@academies.edu.au. All material changes arising from feedback or regulatory updates are documented in the revision history of this document.

9.0 References

- Higher Education Standards Framework (HESF) 2021
- National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025
- ELICOS Standards 2018
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Australian Qualifications Framework (AQF)
- Equal Employment Opportunity (Commonwealth Authorities) Act 1987
- Child Protection (Working with Children) Act 2012
- NSW Teacher Accreditation Manual (NESA)
- Teacher Accreditation Act 2004 (NSW)
- NSW Education Standards Authority (NESA) requirements for approved school providers, as detailed in the [Guidelines for Approved NSW School Providers Delivering Courses to Overseas Students](#)
- Education Services for Overseas Students (ESOS) Act 2000 (Cth)

Schedule 1: Academies Australasia Colleges (the College)

This policy applies to all colleges listed below. Sector-specific provisions apply where indicated.

Higher Education and VET Colleges:

College	Abbreviation	Sector
Academies Australasia Institute	AAI	VET
Academies Australasia Polytechnic	AAPoly	VET and HE
Australian College of Technology	ACT	VET
Clarendon Business College	CBC	VET
Supreme Business College	SBC	VET
Skills Training Australasia	STA	VET
Vostro Training Institute	VOSTRO	VET

ELICOS (English Language) Colleges:

College	Abbreviation	Sector
Academy of English	AOE	ELICOS
Discover English	DE	ELICOS
Language Links International	LLI	ELICOS

High School (NESA Registered):

College	Abbreviation	Sector
Australian International High School	AIHS	High School

Note: Where a college operates across more than one sector (e.g. HE and VET), the sector-specific requirements of this policy apply to each respective program and staff category.