**Policy Rationale**

All new/returning staff seeking appointment to an ongoing role or contracts of more than 6 months, will participate in a three month probationary orientation period involving induction/mentoring into CCAE programs/projects to which the person is appointed in order to develop collegiate support and provide them with direction, contacts, feedback, confidence, essential information building and professional learning to perform their role effectively.

**Policy Aims**

- To integrate new/returning staff into CCAE culture and procedures via information that allows them to be fully effective and comfortable in their new role and develop productive and harmonious working relationships with colleagues.
- Ensure a consistent Probation Review approach, with job-related skill/knowledge, employee competency/behaviours evaluated and compared against set standards and business objectives whilst also providing opportunity for new staff to:
  1. Maximise feeling of connection/integration with CCAE via an understanding of its organisation and operations.
  2. Explore and review their ability to operate within the position to which they are appointed.
  3. Contribute ideas via continuous improvement in CCAE programs including their work area.
  4. Obtain clarification within the mentoring environment of role[s] to which they are appointed.

**Procedure - Induction**

- CCAE Manager is responsible for ensuring new staff undertake a supportive induction program.
- Experienced staff with strong communication/interpersonal skills will be used as mentors for new/returning staff.
- The induction program will comprise components consistent with the VIT induction materials for beginning returning staff located at [www.sofweb.vic.edu.au/pd/begret/rsrclst.htm](http://www.sofweb.vic.edu.au/pd/begret/rsrclst.htm)
- During the first month of an employee’s probation phase, the mentor will work to develop a Professional Learning Plan [PLP] outlining the new/returning employee’s goals/objectives for a 12-month period in line with their position description.
- The PLP is to be finalised with 3 year goals as part of the Probation Review conducted by the mentors and the office administrator during the third month of the probationary period.
- The Manager will then determine the nature of the ongoing employment if any.

1. 1st Day – Induction Process

<table>
<thead>
<tr>
<th>STEP</th>
<th>TASK</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Introduction to staff and mentor.</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Explanation of Organisational Chart – Lines of communication/Chain of command and presented with a copy of all policies and procedures.</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Acquaint with location of general office, staff room, classrooms, student lounge, toilets.</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Familiarise with resources, assessment and filing requirements.</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Familiarise with resource centre, Internet sites, assessment and filing requirements.</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Familiarise with Displan - Emergency Management Manual and point out location of site and floor plans, fire exits, fire extinguishers, first aid kits, evacuation assembly area.</td>
<td></td>
</tr>
</tbody>
</table>
| 08   | All new staff are provided with a Policy and Procedure Handbook containing:  
  - A copy of all CCAE policies and procedures  
  - An overview of competency-based training and assessment including RPL/CT |          |
| 09   | Complete contract with Manager and supporting documents with Office Administrator. Assessors must have C-IV TAA or C-IV BSZ. Those with BSZ must upgrade at own cost within the probationary period otherwise not employable beyond probationary period. |          |
| 10   | Complete all payroll/superannuation requirements with finance officer. |          |
| 11   | New/returning staff acknowledge receipt of all documentation and this held on file. |          |

2. Week 1 to 5 – Mentor and new/returning employee meet once a week with formal discussions about task direction, priorities and expectations as the new employee progresses from being an aide to the mentor to the reverse role of the mentor being an aide to the new/returning employee.

- **Week 6 to 7** – Discussion with Manager about PLP and BZS to TAA conversion if relevant. CCAE seeks proactive staff in their orientation to their new role and encourages new ideas/recommendations for continuous improvement at all times.
• **Week 6 to 10** – Mentor and new/returning staff meet once a week to develop PLP and to perform moderation and validation of tasks/units undertaken and for corrective measures to be implemented by new/returning staff where needed. While the new or returning staff members’ work performance will be reviewed and monitored, the expectation is of a positive period of orientation and Professional Learning. Meetings will be held to discuss progress during this period.

• **Week 11 to 12** – Mentor and Office Administrator assess the competency of the new employee and make a recommendation to the manager or continuing employment / extension of probationary period / termination of employment.
  
  If performance is not to an appropriate standard or the employee is deemed unsuitable for the position to which they were appointed, the staff member will be provided with every opportunity for improvement to occur.
  
  When these actions have not resulted in a satisfactory improvement, CCAE can terminate the staff member’s employment prior to the end of the probationary period in accordance with current relevant legislation.

• **Level 1.1 Year 1 Recreational Training** – The New Trainer commences

• **Level 1.2 Year 2 Recreational Training** – Progression

• **Level 1.2 Year 2 Recreational Training** – Progression

• **Level 5.1 Year 1 Accredited Training** – The New Trainer commences on $30 per week

• **Level 5.2 Year 2 Accredited Training** – Progression after 12 months to $32.50 per week

• **Level 5.3 Year 3 Accredited Training** – Progression after 24 months to $35.00 per week

• CCAE pay above award rates to its Accredited Trainers in order to attract and then maintain highly skilled trainers within its ranks in order to deliver high quality industry focused program to its clients.

---

**Procedural Responsibilities**

It is the responsibility of the **Board of Management** to ensure the CCAE has employment policies compliant with legislation and are fair, equitable and transparent.

It is the responsibility of the **Manager** to:

Ensure policy implemented and ensure either a confirmation letter or termination letter is issued to the staff member prior to the completion of the probationary period. In the event of termination, the Manager must give authorisation to this action, prior to the Manager holding the final meeting with the staff member.

Where CCAE does not have a staff member suitably qualified to act as a mentor to a new trainer, the Manager has the authority to outsource the Mentoring to another RTO or Secondary College to gain suitably qualified and experienced personnel to assist the new CCAE staff member in the delivery of programs until they are qualified and settled in their program delivery.

The Manager is to report to the Board of Management on employment issues when required and in a regular reporting cycle.

It is the responsibility of **Mentors** to:

• Meet with the new staff member during their first 5 weeks of employment to implement the review procedure.

• Ensure that stage of the Procedure is held with the staff member within the required timeframe.

• Ensure documentation is completed and a copy of this is forwarded to the Manager for central filing.

• To provide the relevant information and feedback to both the employee and Manager should any matters relevant to the intent of this policy arise.

• Carry out their responsibilities according to this policy.

It is the responsibility of **Employees** to:

• Be familiar with, and participate in, the above policy and its procedures.

• participate openly and honestly in planning and assessing their own Professional Learning Plans and receiving and giving feedback to their Mentor.

---

**Evaluation**

• Policy will be reviewed bi-annually and by Manager and Mentor[s] in light of feedback at conclusion of each induction program.