

<p><b>Purpose</b></p>	<p>This policy aims to demonstrate BPP Institute commitment to use just and equitable principles in the recruitment and management of staff. This document also establishes BPP Institute’s policy on staff capability and aims to adhere with the standards enshrined in the <i>Fair Work Act 2009 (Cth)</i> and the National Employment Standards.</p>
<p><b>Scope</b></p>	<p>This policy applies to all staff.</p>
<p><b>Policy Principles</b></p>	<p><b>1. General</b></p> <p>1.1. All recruitment processes should be consistent with BPP Institute priorities including its desire to develop a workforce profile that reflects the diversity and characteristics of employees within the education sector.</p> <p>1.2. Any recruitment and selection will be guided by requirements of relevant legislation and BPP Institute policies, strategies and initiatives.</p> <p>1.3. All appointments will be made based on careful and consistent application of the principle of merit and adherence to the guidelines.</p> <p>1.4. The recruitment process will ensure that due consideration is made to gender equality.</p> <p>1.5. Recruitment and selection processes will be conducted based on fair and equitable treatment of all applicants.</p> <p>1.6. All processes will be conducted to protect the confidentiality of applicants and preserve the integrity of the process.</p> <p>1.7. Recruitment and selection processes will be consistent, transparent, professional and timely.</p> <p>1.8. This policy aligns with any applicable state or federal laws in Australia at the time of publishing. Any changes to these laws after this policy comes in effect prevails over the policy.</p> <p><b>2. Selection</b></p> <p>2.1. All the shortlisted applicants will be interviewed.</p> <p style="padding-left: 20px;">a. However, an applicant meeting the essential and desirable criteria may not be automatically guaranteed an interview because it is not practical to interview more than 4-5 applicants per position.</p> <p>2.2. Internal Applicants</p> <p style="padding-left: 20px;">a. Vacant roles will be advertised internally as far as reasonably possible.</p> <p><b>3. Interviewing</b></p>

- 3.1. The composition of the Interview Panel shall normally consist of a minimum of two representatives from the following list:
  - a. Hiring Manager
  - b. Manager of a different department
  - c. HR Representative
- 3.2. Where an applicant is a relative or close friend of an interviewer, the interviewer shall disqualify himself/herself from the Interview Panel.
- 3.3. Interviewers should ensure that their questions do not contravene BPP Institute policies regarding equal opportunity and sexual discrimination.

#### **4. Conflicts of Interest**

- 4.1. Relatives will not be hired or be permitted to transfer into departments in which a relative is currently employed, when the hiring/transfer will result in or has the potential to result in conflict of interest/influence.
- 4.2. Employees whose personal status changes due to the formation of a personal relationship with another employee in the same department may be required to transfer to another department at the earliest possible opportunity following the change in personal status.
- 4.3. Employees must avoid any personal relationships with students which may result in any form of advantage or perception of advantage, in their standing, academic or otherwise, at BPP Institute.
- 4.4. Employees must disclose any personal relationships with students to the CEO to assess whether a conflict of interest or perception of conflict of interest may arise in the course of their employment.

#### **5. Performance Management**

- 5.1. Performance management for BPP Institute employees is the mechanism for individuals to determine and optimise ways to contribute to organisational and individual productivity and performance. It provides a systematic process of ensuring that individual performance is aligned with BPP Institute strategic, business and personal goals.
- 5.2. Staff performance is formally reviewed on an annual basis and may occur in the following situations:
  - a. Where a staff member is subject to a performance management process;
  - b. If there is a student or staff initiated complaint about a BPP

	<p>Institute staff member. The complaint will be investigated in accordance to the relevant BPP Institute policy and the staff member's performance may be reviewed in the process.</p> <p>5.3. Performance management is based on the following principles:</p> <ul style="list-style-type: none"><li>a. Performance management is the means by which individuals obtain feedback on their performance and the opportunity to develop in their current and future roles within the organisation;</li><li>b. Performance objectives and standards will be outlined in position descriptions and aligned with the strategic directions and goals as outlined in the Strategic Plan;</li><li>c. At least one formal annual performance review and appraisal and feedback discussion will be undertaken with a focus on agreed objectives and standards;</li><li>d. The appraisal discussion will identify employee development needs to assist individuals in achieving their current responsibilities as well as to assist individuals to achieve career aspirations;</li><li>e. The appraisal discussion will identify and acknowledge standards of achievement;</li><li>f. Confidential and informal meetings will be the preferred means for providing constructive criticism to employees due to underperformance;</li><li>g. The appraisal discussion will confirm, prevent or address problems of underperformance;</li><li>h. Informal discussions can be held on an as required basis in support of the formal annual review;</li><li>i. Employee's performance may be assessed by one or more supervisors responsible for the position outcomes.</li></ul> <p>5.4. Both BPP Institute and the employee are required to participate in this process in an open minded and honest manner.</p> <p>5.5. BPP Institute is committed to providing a working environment with structures and systems to assess staff performance. The performance review will be based on:</p> <ul style="list-style-type: none"><li>a. Assessing performance against key performance indicators set in each staff position description;</li><li>b. Assessing the acquisition and use of skills, experience and knowledge over the previous 12 months;</li><li>c. Identifying the individual work objectives that are most important in achieving the department's and BPP Institute's strategic goals for the next 12 months;</li><li>d. Establishing and ensuring a sustainable workload plan for the</li></ul>
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	<p>next 12 months;</p> <ul style="list-style-type: none"><li>e. Setting development goals that meet the employee’s job and career goals and which help to provide BPP Institute with a highly skilled and flexible workforce;</li><li>f. Providing the basis for assessing eligibility for movement in other roles within BPP Institute;</li><li>g. Individual-training needs related to job requirements and work performance;</li><li>h. Sharing feedback about achievement and problems so that the employee and their supervisor can identify and address issues that impede progress;</li><li>i. Celebrating and, where appropriate, rewarding achievements;</li><li>j. Identifying and discussing learning and development needs;</li><li>k. Planning for future individual and organisational growth and development.</li></ul> <p><b>6. Staff Capability</b></p> <p>6.1. BPP Institute staff capability includes numbers, qualifications, experience, expertise and sessional/full-time mix of academic staff, who teach the course of study to ensure students’ attainment of expected course learning outcomes. Support staff are appropriate to the requirements of the administrative or operational roles needed to ensure BPP Institute’s operations run smoothly.</p> <p>6.2. BPP Institute ensures that staff who teach a higher education course of study:</p> <ul style="list-style-type: none"><li>a. are appropriately qualified in the relevant discipline for their level of teaching (qualified to at least one Australian Qualifications Framework (AQF) level higher than the course of study being taught or at the same level with appropriate professional experience);</li><li>b. have a sound understanding of current scholarship and/or professional practice in the discipline that they teach;</li><li>c. have an understanding of pedagogical and/or adult learning principles relevant to the student cohort being taught;</li><li>d. engage students in intellectual inquiry appropriate to the level of the course of study and unit being taught;</li><li>e. are advised of student and other feedback on the quality of their teaching and have opportunities to improve their teaching.</li></ul>
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- 6.3. Academic staff who teach a course of study are accessible to students seeking individual academic assistance for units within their course of study.
- 6.4. BPP Institute ensures that non-academic staff are suitably qualified or experienced in relation to the functions they perform.

## **7. Professional Development**

- 7.1. All BPP Institute staff are expected to maintain and develop their professional skills. Professional development opportunities will be targeted to organisational, academic, departmental, individual and/or legislative needs.
- 7.2. Professional development will:
- a. Be relevant to the BPP Institute staff member's current role and responsibilities;
  - b. Be transferable to the workplace;
  - c. Be financially supported by BPP Institute where possible and appropriate;
  - d. Provide equity of access to the professional development activity.
- 7.3. Professional development opportunities may be in the form of professional development internal days, conferences, short courses, or accredited courses, professional networking and learning materials. These opportunities are advertised to all staff.
- 7.4. Academic staff are required to engage in scholarly activities as outline by the Academic Scholarship Policy.

## **8. Termination**

- 8.1. Terminating employment and exiting the company may be instigated by the employee or the employer, depending upon the type of termination notice.
- 8.2. The notice period/s required varies across each type of Termination category and are outlined either within the individual Contract of Employment, gazetted as part of the Australian National Employment Standards (NES) or as legislated by an appropriate authority.
- 8.3. Employee instigated Termination:
- a. Resignation - where an employee resigns from employment, they must provide notice in accordance with their individual contract of employment.
- 8.4. Terminations that may be instigated by BPP Institute or any of its employing entities:
- a. Redundancy/Retrenchment - the company may make

	<p>positions surplus to business of requirements and identify the incumbents as employees eligible for redundancy or retrenchment.</p> <p>b. Termination with Notice - where an employee has progressed through the performance management process and been counselled on at least two occasions.</p> <ul style="list-style-type: none"> <li>▪ Despite the opportunities to improve granted by the employer, the employee continues to underperform and not achieve the minimum standards set for the position, may result in the employer terminating the employee’s contract of employment with notice.</li> <li>▪ In the instance where disciplinary action has been taken and where the employee still cannot meet the standards required of their position, termination of employment may be actioned.</li> </ul> <p>8.5. Summary Dismissal - is executed when an employee has violated their contract of employment or any terms and conditions specified within requiring the employer to take immediate dismissal action.</p> <p>a. Employees may be summarily dismissed because of gross misconduct.</p> <p>BPP Institute will investigate any allegations of gross misconduct.</p>
<p><b>Related Documents</b></p>	<p>Academic Scholarship Policy                  Professional Experience Equivalency to Academic Qualifications Policy  <i>Fair Work Act 2009 (Cth)</i>                  National Employment Standards                  Human Resources and Staff Capability Procedure                  Staff Code of Conduct                  Anti-bullying, Discrimination and Harassment Policy</p>
<p><b><i>For Administrative Use Only</i></b></p>	
<p><b>Responsible Officer</b></p>	<p>Chief Executive Officer</p>
<p><b>Contact Officer/s</b></p>	<p>Chief Executive Officer</p>
<p><b>Approved by</b></p>	<p>Board of Directors</p>
<p><b>Definitions</b></p>	<p>See <a href="#">BPP Institute`s Glossary of Terms and Acronyms</a></p>

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# HUMAN RESOURCES AND STAFF CAPABILITY POLICY

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## *Version History*

Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none"><li>• For BPP Institute</li></ul>

