

- PROCEDURE -

Employment and Management of Hourly Paid Instructors

Contents

Procedure Statement	3
Purpose	3
Scope	3
Roles and Responsibilities	3
Procedure Detail	3
Recruitment and Contractual Arrangements.....	3
a. Recruitment and Selection.....	4
b. Contractual Arrangements for the engagement of an HPI	4
c. Working with Children Checks	5
Induction, Performance Coaching and Terminations	5
a. Induction Process	5
b. Performance Management and Development	5
c. Terminations	6
d. Exit interviews	6
Educator Requirements	6
a. Educator Competency and Currency Matrix	6
b. New HPI Educators in VET Accredited Programs.....	7
c. New HPI Educators in NON VET Accredited Programs.....	7
d. Guest Lecturer	8
e. Educators engaged to deliver and assess units of competence that are deemed high-risk work or high-risk activities.....	8
Professional Learning	8
Financial and Budget controls	9
Professional and Ethical Behaviour/Conflict of Interest	9
HPI Records	9
Definitions	11
Associated Documents and References	11

Procedure Statement

Purpose

To ensure that the employment of Hourly Paid Instructors (HPI's) within TAFE SA is compliant with [TAFE SA Educational Staff Enterprise Agreement 2012](#).

Scope

This policy applies to all TAFE SA Education staff

Roles and Responsibilities

Position	Responsibility
Executive Director Education	Ensure employment of HPI's is compliant with all relevant legislative requirements
Educational Managers	<ul style="list-style-type: none">• Ensure all HPI's meet educator requirements prior to any offer of employment• Verify Qualifications prior to engagement of HPIs• Ensure all HPIs hold a current WWCC prior to any offer of employment
Hourly Paid Instructors	Ensure Overarching Terms and Conditions Agreement and Contracts of Employment(s) are accepted prior to commencing any duties for TAFE SA
Employee Experience team member (within the Workforce Alignment Team)	<p>Verifying that a person has a Working with Children Check and is not prohibited from working with children through the Department of Human Services (DHS) Organisation Portal.</p> <p>Generating and saving a 'Certificate of Interrogation' to employees' secure personnel file.</p> <p>Maintaining records in CHRIS21 or other relevant records management systems.</p>

Procedure Detail

TAFE SA is committed to a workforce that is appropriately qualified, structured and well managed to provide the training outcomes required for South Australia. The TAFE SA workforce will be flexible and diverse; considering the future staffing needs of the Statutory Corporation to provide the required services. This procedure consolidates the controls governing the engagement, ongoing management, and payment of HPI's in TAFE SA.

Recruitment and Contractual Arrangements

The management of HPI's and potential employees is in accordance with TAFE SA Act 2012 (Section 14). The conditions of employment for HPI's are in accordance with TAFE SA Educational Staff Enterprise Agreement 2012. The Chief Executive is the employing authority of all HPI's.

a. Recruitment and Selection

Selection of HPI's should be made with regard to merit and equal opportunity considerations in line with whole of Government Selection Practices and qualifications must be verified prior to any offer of engagement. Both candidates and any employee involved in assessing merit throughout the selection process must disclose any real or perceived conflicts of interest prior to recommending a HPI candidate be appointed. HPI's are eligible to apply for positions advertised in the Government online advertising site "IWorkforSA" and/or in the local newspaper media if they were employed by TAFE SA on a legal contract AND undertook paid employment at any time during the period from the date of issue of the advertised vacancy to the closing date for such applications.

- [Generic HPI Role Descriptor](#)
- [Job Vacancies](#)
- [Induction Process](#)
- [Business Unit HPI Induction Checklist](#)

HPI's are engaged under pursuant to Section 14 of the TAFE SA Act 2012 by the Chief Executive or delegate.

b. Contractual Arrangements for the engagement of an HPI

All HPI's must accept an Overarching Terms and Conditions Agreement on an annual basis prior to the commencement of each academic year. Once the HPI's have accepted their Overarching Terms and Conditions Agreement, they can then be engaged by a formal letter of offer, detailing the appointment arrangements including an end date.

Existing HPI's are issued, and must accept, their annual Overarching Terms and Conditions Agreement prior to any formal letter of offer being issued.

New HPI's or HPI's being re-employed after a period of termination are issued their Overarching Terms and Conditions Agreement in conjunction with their first formal letter of offer.

Any further offer of employment is to be by the way of a new offer of employment and acceptance. All HPI's must return the acceptances via reply email.

Acceptances will be processed by the TAFE SA HR Systems Team and forwarded to the workgroup for filing.

Please refer to the TAFE SA intranet for further information:

http://in.tafesa.edu.au/hr/hpi_casual_contracts.php

c. Working with Children Checks

Working with Children Checks (WWCCs) are undertaken to maximise a 'child safe environment' for children under 18 participating in services and programs provided to the South Australian public by TAFE SA. WWCC's are performed in conjunction with the [Child Safety \(Prohibited Persons\) Act 2016 \(SA\)](#).

All HPI's are required to undertake a WWCC prior to being engaged and this Check must be renewed every five years. TAFE SA is legally required to verify that a person has a WWCC and is not prohibited from working with children. This must be done online through the Department of Human Services (DHS) Organisation Portal by an Employee Experience team member. Once a person has been verified as having a valid Working with Children Check, a 'Certificate of Interrogation' must be generated and saved to their secure personnel file.

The DHS Screening Unit provides the service for conducting WWCCs for TAFE SA employees. It is the responsibility of all incoming employees to the Government of South Australia to pay for their initial WWCC, unless otherwise negotiated.

For further information refer to the [TAFE SA Working with Children Check Policy](#).

Induction, Performance Coaching and Terminations

a. Induction Process

Induction is a responsibility of all employers and employees, including managers and supervisors within the organisation. Employee induction provides a process for formally introducing and initiating an employee into the values, goals and culture of the department, its policies, procedures, and employment conditions.

Mandatory Training for new employees is as follows (all mandatory training is referenced in the online induction program):

- Workplace Health & Safety Training (online)
- Disability Awareness Training (online)
- Child Safe Environments Training (online or face to face – mandatory for those deemed to be in 'prescribed' positions as per Part 3 Section 5 of the Child Safety (Prohibited Persons) Act 2016).

For further information about the Induction process please see the TAFE SA Intranet:

<http://in.tafesa.edu.au/hr/induction.php>

b. Performance Management and Development

The performance coaching process involves an employee and a manager meeting regularly to discuss the individual's work responsibilities and identify opportunities to

further develop existing skills, knowledge and abilities. Such meetings are conducted once annually for TAFE Act employees. These meetings may be supported by more frequent performance feedback, dependent upon the nature and duration of tenure of the appointment.

It is expected that managers and employees will engage in regular performance discussions with HPI's. Please refer to the TAFE SA intranet for further information: http://in.tafesa.edu.au/hr/performance_coaching.php

c. Terminations

HPI's are employed on an hourly basis by the Chief Executive as per the TAFE SA delegations. HPI's are employed on an hourly basis. If an hourly contract is the intent, termination of services may therefore be given by one (1) hour's notice at any time, by either party. However, given the nature of many such appointments, and except in cases of dismissal or termination for any lawful reason, or cessation of class, appropriate counselling, response, and intervention must be given prior to contract termination.

Note: The period of notice for cessation of an HPI contract must be determined by the hours that an HPI has been contracted. If an HPI is working irregular/variable hours from week to week, then the notice must be at least 1 hour but in the case where HPI's are working for a limited duration (up to a maximum of 400 hours per TAFE SA year / sometimes 8 hours per day for a set period) then two weeks' notice should be given.

d. Exit interviews

Exit interviews must be conducted with all HPI's leaving the organisation to:

- Collect resources in HPIs custody
- Collect security access
- Obtain advice of issues (where applicable)
- Obtain improvement assessment.

Exit Interview form (HRB37A) is located on the [Forms](#) page of the TAFE SA Intranet.

Educator Requirements

All VET Professional Educators including HPI's who are delivering and assessing VET accredited programs are required to demonstrate their educational & vocational competencies (qualifications) and currency to meet the [2015 Standards for RTO's](#).

a. Educator Competency and Currency Matrix

Evidence of competence and currency must be accurately recorded in the individual HPI's [Educational Competence and Currency Matrix](#) and reviewed regularly by the Workgroup Manager and uploaded to TAFE SA's Workforce Development system at the time of performance management and development conversations. For more information please refer to the [Educator Competency & Currency Matrix reference document](#).

Educational Competency	Formal qualifications such as Certificate IV in Training and Assessment (TAE40116) or an approved Diploma of higher-level qualification in adult education that meet the Standards for RTO's 2015 requirements.
Educational Currency	Professional learning undertaken in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment practices.
Vocational (Industry) Competency	Formal qualification/s relevant to the vocational industry in which the educator is delivering and assessing training
Vocational (Industry) Currency	Professional learning undertaken in the knowledge, skills and experience required to ensure that delivery and assessment is based on current industry standards and practices.

b. New HPI Educators in VET Accredited Programs

HPIs who are engaged to deliver and assess VET accredited programs are required to hold a minimum of TAE40116 qualification. An HPI without the full TAE40116 qualification or who does not hold an approved Diploma or higher adult education qualification must be engaged as [working under supervision](#) and on a Training and Supervision Plan.

All Training and Supervision Plans must be approved by the Business Unit Director, prior to the commencement and are valid for twelve (12) calendar months from the initial engagement.

The nominated Supervisor must hold TAE40116 or Diploma or higher adult education qualifications.

[Training and Supervision Plan](#)

[Training and Supervision Guidelines](#)

For more information please visit the [Educator Requirements – TAFE SA Educator Guidelines and Flow Chart](#) in the [Centre for Educator Practice](#) Intranet.

c. New HPI Educators in NON-VET Accredited Programs

HPI educators who are not delivering and assessing VET accredited programs are exempt from holding TAE40116 as a minimum qualification.

The Workgroup Manager must notify Centre for Educator Practice including the educator's name and description of the role. The HPI will then be marked as exempt for TAE40116 in TAFE SA's HR Management system. All exemptions will be reviewed in December for continued engagement in the following year.

HPI's engaged for the following duties do not need to hold educational qualifications

- Non-accredited Delivery Only
- Resource Development Only
- Tutor Only

HPI's engaged for the following duties must hold the TAESS00014 Enterprise Trainer-Presenting Skill Set or equivalent and cannot conduct any assessment:

- Educational Delivery Only

HPI's engaged for the following duties must hold the TAEASS00011 Assessor Skill Set and cannot conduct delivery of training:

- Assessment Only

HPI's engaged for delivery in higher education programs must ensure they meet the requirements of the program area.

d. Guest Lecturer

Guest lecturers who are employed as HPIs but are not responsible for the delivery and assessment of accredited programs do not require formal educator qualifications. They must be supervised and mentored during delivery by an educator who holds TAE40116.

For more information please visit the [Educator Requirements – TAFE SA Educator Guidelines and Flow Chart](#) in the [Centre for Educator Practice](#) Intranet.

e. Educators engaged to deliver and assess units of competence that are deemed high-risk work or high-risk activities

If the work to be undertaken has been identified as high-risk work or a high-risk activity (refer to the [TAFE SA WHS Training Needs Analysis](#)) the HPI will be required to provide evidence of competency or qualification prior to commencing any duties.

Professional Learning

All Hourly Paid Instructors who have a current and approved Training and Supervision Plan are eligible to undertake, in paid time, the four minimum required units for the Certificate IV in Training and Assessment (TAE40116 or its successor) being:

- TAEASS401 Plan assessment activities and processes;
- TAEASS402 Assess competence;
- TAEASS403 Participate in assessment validation;
- TAEDEL301 Provide work skill instruction
- or the equivalent units in any qualification update.

Payment of course fees for the above listed units will be funded from the Centre for Educator Practice provided that:

- the study is included in an approved Training and Supervision Plan;
- the study is undertaken within TAFE SA and completed within 12 months of initial commencement of engagement as an educator;
- the educator attends all required learning events;
- the educator continues to make satisfactory progress in that course of study;

It is noted that TAFE SA will not:

- fund subject repeats; and
- reimburse units completed prior to initial engagement at TAFE SA

Payment for course attendance will be at Instructor Class 4 rate and will be funded from the Education Business Unit. No payment will be made for online study.

HPIs are encouraged to submit an Individual Development Plan to their Workgroup Manager for consideration.

Where an HPI is required to attend an educator capability development activity by TAFE SA management, the HPI shall be eligible for payment at the Instructor Class 4 rate and mileage in accordance with policy. The Education Business Unit is responsible for payment of expenses.

Where the HPI elects to attend an activity, any expense reimbursement must be agreed in writing with the Workgroup Manager prior to the activity occurring.

HPIs are eligible to participate in professional learning conducted under the Centre for Educator Practice, with approval from the Workgroup Manager. If required, the Education Business Unit is responsible for payment of expenses at the Instructor Class 4 rate and mileage in accordance with policy.

Financial and Budget controls

Effective HPI budget controls are to be incorporated by the responsible Education Manager to ensure financial management of resources. A business case must be supported by the Business Unit Director and sent to the Executive Director Education for approval.

Professional and Ethical Behaviour/Conflict of Interest

All HPI's of TAFE SA are bound by:

- the [Public Sector Act 2009](#) Parts 3 & 4; and
- [Code of Ethics for the South Australian Public Sector](#).

HPI Records

The following documentation must be signed and held in a secure personnel file in TAFE SA's prescribed record management system by workgroups:

- HPI Employment Request Form

- Acceptance of Overarching Terms and Conditions Agreement
- Acceptance of Employment Offer and Conditions of Contract
- Acceptance of HPI Role Descriptor
- Induction Checklists
- New Staff Information Form
- Employment Declaration (HRB 49A)
- Working with Children Check
- Code of Ethics Declaration.

Copies of Qualifications are to be uploaded into TAFE SA's Workforce Development system and sent to the Centre for Educator Practice.

For further information and forms please refer to the intranet site:

HPI Information: <http://in.tafesa.edu.au/hr/hpi.php>

Forms: <http://in.tafesa.edu.au/hr/forms.php>

Definitions

Term	Definition
HPI	Hourly Paid Instructor
VQF	VET Quality Framework
Prescribed Position	Part 3 Section 5 of the Child Safety (Prohibited Persons) Act 2016 defines a prescribed position as: (a) a position in which a person works, or is likely to work, with children; or (b) any other position, or a position of a class, prescribed by the regulations for the purposes of this definition;
DHS	Department of Human Services
WWCC	Working With Children Check

Associated Documents and References

All relevant forms and associated documents are accessible from the TAFE SA intranet site under Human Resources:

http://in.tafesa.edu.au/hr/hpi_casual_contracts.php and
<http://in.tafesa.edu.au/hr/hpi.php>

Document/Reference Title
Human Resources - Employee Management - Induction Policy
Human Resources – Employee Management – People & Culture Policy
TAFE SA Working with Children Check Policy
TAFE SA Act 2012
TAFE SA Regulations 2012
TAFE SA (Educational Staff) Interim Award
TAFE SA Conflict of Interest Procedure
Equal Opportunity Act 1984 (SA)
TAFE SA Educational Staff Enterprise Agreement 2012
Child Safety (Prohibited Persons) Act 2016 (SA)

[SA Public Sector Code of Ethics](#)

[Commissioner's Determinations](#)

Associated Documents and References

Document/Reference Title

[Commissioner's Standards](#)

[Commissioner's Guidelines](#)

[Treasurers' Instructions](#)

[Public Sector Act 2009](#)

Approved by			
Policy Owner	Damian Turner	Title	Executive Director, People & Culture
Contact person:	Allison Rogers	Telephone	08 8305 0296
Responsible Unit	HR Systems Team		
Version number	1.1		
Date of approval	To be updated		
Next Review Date	10 November 2022		
PPMF ID	PPMF TAFESA 219		