



Internal Human Resource Management Policy

CC Joy Enterprises Pty Ltd trading as Col Joy Training Services is committed to creating an innovative & dynamic work environment, providing a great company to work for with great jobs and attractive rewards.

Recruitment and selection of Trainers as outlined in our Human resource standard policy

- Induction
- Promotions
- Leadership
- Terminations
- Pay increases
- Reassure employees they will be treated fairly.

Annual performance appraisals will be completed, focusing on Professional Development opportunities, in addition to ongoing performance review.

All employees are encouraged to further their own development. The aim is to provide options which allow the achievement of personal career goals within the framework of the business.

Induction

This procedure establishes and maintains a structured and consistent approach to the human resource management of all personnel within the organisation. This approach provides efficient and consistent information flow for the purpose of introducing new employees to the values and work ethos of our organisation.

SCOPE

This procedure applies to employees of Col Joy Training Services.

RESPONSIBILITIES

The Director or nominee is responsible for:

- Letter of appointment to the successful candidate,
- Casual Trainers Agreement and/or specification of other terms and conditions,
- Establishing and maintaining all personnel records,
- Complying with relevant legislation,
- Providing feedback,
- Supporting personnel as required.

PROCEDURE

The Company will conduct formal inductions with all new personnel prior to the commencement of any duties.

Preparation for Induction

The Director or Nominee will negotiate a mutually acceptable time with new personnel for Induction.



Col Joy Training Services

ABN 34 093 362 522

Induction will be conducted over three (3) sessions. The sessions to be conducted will be:

1. Col Joy Training Services Documentation
2. Site and Resources
3. Col Joy Training Services Communication Procedures

An Induction Check List will be prepared for each member of staff and completed by the Director or nominee. This document will be kept with staff records.

Conducting the Induction

The Induction Check List is to be completed for all new personnel during the induction session and is to be signed by the organisations representative and inductee at the completion of each session. This document will be kept in the staff file and stored securely.

Additional needs that may be identified during the Induction Sessions will be noted in the comments section of the Induction Check List along with any follow up action required by either party.

It is the policy of the Company to regularly provide feedback to all personnel. Feedback includes professional support and debriefing after the completion of each Contract. Contract debriefing is to be undertaken within 24 hours of completion, where practical.

In addition, three months after appointment, new personnel will be required to attend a feedback session/meeting with the Director or nominee in order to provide feedback for both parties.

Follow up from this meeting will be documented in the 3 month follow up section of the Induction Check List.

FORMS GENERATED BY THIS PROCEDURE

- Induction Check List
- Casual Trainers Agreement