



# PP19 – Workforce Planning Policy

## 1. Purpose

This policy outlines how Austra College strategically plans, monitors, and supports its VET workforce to ensure trainers, assessors, and other staff are suitably qualified, sufficient in number, and capable of delivering high-quality training and assessment that meets the needs of students, industry, and regulatory requirements.

## 2. Scope

This policy applies to all Austra College staff, including trainers, assessors, compliance personnel, administrative staff, and contracted or third-party providers involved in the delivery and assessment of training products.

## 3. Definitions

| Term                                   | Definition                                                                                                                                                  |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Workforce Planning                     | A systematic process to align Austra College's staffing capabilities with its scope of registration, student enrolment trends, and training delivery needs. |
| Workforce Matrix                       | A document used to record each trainer/assessor's qualifications, units delivered, and corresponding student numbers by course.                             |
| TAS (Training and Assessment Strategy) | A document that outlines the training delivery and assessment structure for each training product.                                                          |
| PD Calendar                            | A Professional Development calendar outlining mandatory and elective training activities for all Austra College staff.                                      |

## 4. Legislative and Regulatory References

- ✚ Standards for RTOs 2025 – Outcome Standard 3.1
- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ Fair Work Act 2009
- ✚ Human Rights and Equal Opportunity Commission Act 1986

## 5. Policy Statement

**Austra College is committed to:**

- ✚ Maintaining a sufficient number of trainers, assessors, and support staff to meet student and course requirements.
- ✚ Ensuring staff are appropriately qualified, competent, and experienced in accordance with training package and legislative requirements.

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- ✚ Supporting staff through induction, ongoing professional development, and performance review.
- ✚ Aligning workforce planning with the TAS, student numbers needs, and new qualifications added to scope.
- ✚ Ensuring compliance with all relevant standards and fostering a culture of quality and accountability.

## 6. Step-by-Step Procedure

| Step | Action                                                                                                                                       | Responsible Person |
|------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1    | Review each TAS to determine: number of trainers/assessors required, delivery mode and locations, class size, student cohort needs           | RTO Manager        |
| 2    | Assess student enrolments and projected demand for each intake to validate staffing sufficiency                                              | RTO Manager        |
| 3    | Evaluate the current staff-to-student ratio across all qualifications and modes of delivery                                                  | RTO Manager        |
| 4    | Conduct quarterly workforce reviews and prepare internal reports on sufficiency, quality, and upcoming needs                                 | RTO Manager        |
| 5    | Maintain a Workforce Matrix documenting all trainers, assessors, and key staff, their unit allocations, and student numbers for each course. | Admin Officer      |
| 6    | Conduct industry consultation to confirm workforce capability aligns with current industry expectations                                      | RTO Manager        |
| 7    | Recruit additional staff as needed, ensuring compliance with trainer qualification requirements and currency                                 | CEO                |
| 8    | Deliver a structured staff induction program, including compliance responsibilities, policies, TAS overviews, and support access             | RTO Manager        |
| 9    | Maintain and implement a Professional Development (PD) Calendar for trainers and staff, including VET updates and industry engagement        | RTO Manager        |
| 10   | Conduct annual performance appraisals and verify vocational and training competency remain current and aligned with TAS                      | CEO/ RTO Manager   |

## 7. Related Documents

- ✚ Workforce Matrix
- ✚ Professional Development Calendar
- ✚ Training and Assessment Strategy (TAS)
- ✚ Staff Induction Checklist
- ✚ Performance Review Template
- ✚ Industry Consultation Record

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## 8. Flow chart

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