<table>
<thead>
<tr>
<th>POLICY</th>
<th>HUMAN RESOURCE MANAGEMENT</th>
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<tbody>
<tr>
<td>NVR Ref:</td>
<td>Standard 7</td>
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<tr>
<td>MCC Ref:</td>
<td>MCC-2- H2</td>
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**Statement**

Macquarie Commercial College is committed to achieving the highest standards of managing effectively its human resources by:

- encouraging innovation, quality and learning development into domains that deliver profitable and ethical business applications.
- encouraging business development, learning technologies and enterprise through the Institute.
- fostering creative teaching practices and an intellectual climate accepting of the need for continuous improvement through managed change (internally and externally).

The Human Resource Management Policy is a key component of the Institute’s continuous improvement methodology.
The policy requires that all senior management be fully accountable for the effective management of staff entrusted to them.

**The Institute provides an efficient, effective and professional service to all staff and each section manager to ensure that the human resources management objectives of the Institute are achieved.**

**Guidelines**

To achieve successful outcomes of the Human Resource Management Policy the following essential standards apply:

The Institute will:

- provide a safe, supportive and team orientated work environment
- promote sustainability, equity, and social justice as its major strategic focus.
- manage effectively in a consistent, sensitive, firm and supportive manner at all times
- provide regular feedback on performance
- invest in the development of people to maximise performance and enterprise through the Institute
- communicate openly and honestly
- reward staff members equitably based upon individual performance and achievement of Institute goals
- conduct all activities and act at all times in a lawful and ethical manner

Each staff member will:

- work in a safe, supportive and team oriented manner that fosters respect and understanding of diversity
- accept the accountabilities and responsibilities required of the position
- motivate and encourage others and work effectively among peers in a consistent, sensitive, firm and supportive manner at all times
- encourage and accept regular feedback on performance
- identify personal development needs and respond positively to
opportunities for personal development

- focus work behaviour on activities which support the Institute’s Teaching and Learning Management Plan
- communicate openly and honestly
- act at all times in a lawful and ethical manner

Each staff member has the responsibility for ensuring the application and achievement of this strategic Human Resource Management Policy and its standards.
**VERSION CONTROL**

**Review/ amendment history**

**Policy Approved by:** Chief Executive Officer

**Responsible Officer:** Chief Executive Officer

**Next Policy Review Date:** July 2017

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<thead>
<tr>
<th>Version</th>
<th>Date</th>
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<tr>
<td>1.0</td>
<td>July 2014</td>
<td>Policy issued</td>
</tr>
<tr>
<td>2.0</td>
<td>Dec 2014</td>
<td>Updated to reflect Standards for Registered Training Organisations (RTOs) 2015</td>
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<tr>
<td>3.0</td>
<td>April 2016</td>
<td>No material changes</td>
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