



SECTION 1 – INTRODUCTION

PURPOSE

This policy aims to define PK Financial Consultants (“PK Financial Consultants”) staff appointments policy and outline appointments procedures. This policy must be read in conjunction with all other relevant policies and legislation.

SCOPE

This policy covers the recruitment and appointment procedures of all:

- Fixed term contract and ongoing staff to positions within PK Financial Consultants.
- All Sessional/Casual Appointments.
- All Trainee Staff.

This policy does apply to all PK Financial Consultants staff.

DEFINITIONS

| Work/Term | Definition |
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| Managing Director | The person assigned responsibility for a specific organisational area. |
| General staff | Shall mean and refer to all employees of PK Financial Consultants |
| Consultants Manager | Shall mean a person employed to guide and to manage consultants and programme |
| Agency staff | Administrative and Support Staff engaged through an agency to provide short Term administrative support |



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| Trainee Staff | An individual who is a signatory to a training agreement registered with the relevant State/Territory Training Authority and is involved in paid work and structured training which may be on- or off – the-job “Trainee” does not include an individual who already has the competencies to which the traineeship is directed |
| Traineeship | Means a system of training which has been approved by the relevant State or Territory Training Authority, or which meets the requirements of a National Training Package developed by a National Industry Training Advisory Board and endorsed by the National Training Framework Committee, which to a Australian qualifications Framework qualification specified by that National training Package, and includes full-time traineeship and part-time traineeship including based traineeships. |



SECTION 2- POLICY

PRINCIPLES

The Appointments Policy defines the criteria under which appointments can be made by whichever defined Approach is most appropriate to the role and candidates sought. PK Financial Consultants encourages all staff to learn from each other, and promotes activities to increase staff understanding of Indigenous cultures.

POLICY

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| 1. | PK Financial Consultants Appointments Policy – Overview |
| 1.1 | Appointments are made according to merit based on relative ability, knowledge, skills and organisational fit |
| 1.2 | The appointment process should be equitable, fair and based on pertinent legislative requirements and PK Financial Consultants policies. |

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| 1.3 | Confidentiality of applications must be maintained at all times. |
| 1.4 | Potential applicants shall be given every opportunity to be fully informed about the position And the PK Financial Consultants environment. A position description, containing information such as duties, mandatory and desirable qualifications and selection criteria must be prepared. |
| 1.5 | The PK Financial Consultants aims to select appropriate recruitment mechanisms available to approach the best possible field of suitably qualified candidates. |
| 1.6 | PK Financial Consultants commits to eliminate from its structures and practices any source of direct or indirect discrimination on the basis of sex, marital status, pregnancy, parenthood, race |

Policy and Procedure



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| | (including colour, national or ethnic origin), age, sexual preference, disability, religious or political conviction. |
| 1.7. | The PK Financial Consultants reserves the right not to make an appointment. |

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| 2 | Engagement of Agency Staff |
| 2.1 | Casual administrative and support staff are to be engaged from preferred providers contracted by PK Financial Consultants casual general staffing needs. |
| 2.2 | Casual administrative and support staff may be engaged in the following circumstances: <ul style="list-style-type: none">• The management unit is experiencing peak work demands; and/or• Unusual absences of existing staff; and/or• Short term work; and/or• Awaiting the filling of vacant positions; and/or• It is not possible or reasonable for existing staff to perform such work. |

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| 3 | Engagement of Trainees |
| 3.1 | Trainees are employed in accordance with the terms and conditions of the Agreement. |
| 3.2 | Employment of a trainee cannot commence until the training agreement has been registered. |
| 3.3 | A full-time trainee shall be engaged for a maximum duration of one (1) year provided that a Trainee shall be subject to a satisfactory probation of up to one month. |
| 3.4 | The PK Financial Consultants and the Trainee may vary the duration of the Traineeship as per the conditions outlined in Shedule 1 of the Agreement |



SECTION 3 –PROCEDURE

PROCEDURE

This Appointment policy and associated procedures must be read in conjunction with other relevant policies and legislation.

To enable effective operation of these procedures, the relevant manager should nominate a staff member who will be delegated the responsibility of ensuring these procedures are applied within the work unit in the intended manner and to assist other staff within the work unit if required.

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| .1.3 | PK Financial Consultants will prepare a letter of offer, including the terms and conditions of appointment which will be sent to the preferred applicant. | PK Financial Consultants |
| 4.1.4 | The applicant must sign the letter of offer accepting the terms and conditions of appointment and return the original, unamended, to PK financial Consultants prior to their commencement date. | Applicant |

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| 4.1.5 | A Manager should not allow new employees to commence work until they have signed their letter of offer | Manager |
| 4.1.6 | The Chair of selection Committee should ensure that all recruitment information, including all notes taken during interviews, copies of correspondence with applicants, and any other documentation relating to the selection process and applicants is returned to PK Financial Consultants. | Chair of Selection Committee |
| 5.2.2 | The form should then be forwarded to PK Financial Consultants along with the relevant employment paperwork . | |

