

HR4 Recruitment and Selection

Policy Statement

1. P4 Movement Care Group is committed to a fair, transparent, and merit-based recruitment process that ensures the selection of the most suitable candidates while upholding compliance with relevant legal and regulatory frameworks.
2. The recruitment process aims to support organisational growth, workforce competency, and business and client needs.
3. This policy also provides a framework for ensuring all new and existing workers hold current and appropriate qualifications, licences, clearances and registrations which support the safe and effective performance of duties.

Procedures

1. Recruitment Needs
 - a. Recruitment needs are assessed while considering three (3) main factors:
 - i. Is there a gap in organisational competency that cannot be filled by upskilling the current workforce?
 - ii. Is there an employee departure that needs to be filled to meet participant demand?
 - iii. Is additional headcount or a new role required to support or meet business growth?
 - b. All recruitment processes must be agreed by the Head of Human Resources and General Manager, and if the role requires additional headcount, then a business case should be presented to the GM for approval.
2. Recruitment Process
 - a. Once a need has been identified, the role requirements should be determined in consultation with the People and Culture team. The role requirements should include the following:
 - i. Employment details including but not limited to hours, days, type of contract etc.
 - ii. Remuneration, and if applicable, which industrial instrument is to be applied to the classification of the role.
 - iii. The outcome of the role risk-assessment under the NDIS or Aged Care Standards.
 - iv. Any specific needs of the role that need to be factored into the advertising,

interviewing or offer processes.

- v. Merit based selection criteria to be applied to the role.
- b. The recruitment process will be coordinated by the People and Culture team, who work alongside the Hiring Manager. This includes:
 - i. Advertising;
 - ii. Shortlisting and selection;
 - iii. Interview preparation and panels;
 - iv. Recruitment administration;
 - v. Reference and suitability assessment checks; and
 - vi. Offers and onboarding.

3. Sourcing candidates

- a. All vacant roles are advertised to ensure fairness and accessibility for all candidates.
- b. In some situations, roles may be advertised internally only to promote development for internal workers across P4 Movement.
- c. Vacant roles will be advertised on the company recruitment site which is managed through the Recruitment Platform.
- d. The People and Culture team, in consultation with the Hiring Manager, will use other channels for advertising vacancies as appropriate. These channels include but are not limited to:
 - i. Seek;
 - ii. Industry specific recruitment platforms and forums;
 - iii. Facebook;
 - iv. LinkedIn.
- e. The People and Culture team may also coordinate recruitment activities through expos and industry forums or conduct bespoke recruitment campaigns to target specific candidates.
- f. P4 Movement encourages current workers to refer suitable candidates to the organisation through its 'Refer a Friend' initiative. This initiative provides a financial incentive to the referrer once the referred candidate successfully completes their probation period.
- g. All candidates apply via the Recruitment Platform to ensure that a consistent and transparent process is conducted and candidate information is handled appropriately and in a timely manner.
- h. Where candidates apply via email or in person, or are referred by an existing worker, their details will be added to the recruitment platform by the People and Culture team.

4. Interview process

- a. The People and Culture team will shortlist candidates who apply via the recruitment

platform for suitability to progress to interview stages

- b. Phone screen will be performed as initial stage to ensure the candidate meets the mandatory criteria for the role. At the conclusion of the phone screen, successful candidates are scheduled for interview.
- c. Face to face interviews are conducted with candidates to assess their suitability for the role.
- d. Interviews cover standard questions regarding skills, experience, behaviour and technical competencies. Standard templates are developed and used for each role which reflect the selection criteria for the role and ensure fairness in process.
- e. Where requested, reasonable adjustments are made to recruitment and selection practices to ensure accessibility for all candidates.
- f. Selection panel members are trained in both recruitment processes and non-discriminatory interviewing techniques to uphold fairness throughout.
- g. Once interviews are complete, the Hiring Manager and People and Culture will meet to discuss the performance of candidates against the selection criteria. Once a decision has been made on the successful candidate/s a provisional verbal offer can be made, pending reference checks.
- h. The outcome of interviews will be communicated to unsuccessful candidates, with internal applicants receiving constructive insights to support future development.
- i. The successful candidate will proceed to reference check stage before formal written offer is made.

5. Suitability assessment for all recruited roles

- a. P4 Movement has identified position-specific qualifications, certifications, and / or professional memberships as part of a role requirement.
- b. These essential criteria are outlined in the Position Description and any advertising as part of recruitment practices. The P4 Movement Mandatory Certification Matrix is maintained by People and Culture which details these requirements by role.
- c. Requirements may include but are not limited to:
 - i. Current drivers licence and access to insured vehicle;
 - ii. First aid certificate;
 - iii. Registration with relevant boards and associations;
 - iv. Educational / training qualifications;
 - v. Primary identification;
 - vi. Proof of a minimum of two (2) COVID 19 vaccinations;
 - vii. Proof of current Influenza vaccination.
- d. A copy of the worker's qualifications, licences, clearances and registrations are uploaded to the individual's employment file in onboarding stage, and dates of expiry / renewal are recorded.

- e. Two professional references are conducted by the People and Culture team for all successful candidates using the standard reference template. Referees are ideally current or previous direct manager. If not available, suitable alternative referees include:
 - i. Human Resources department of current or previous employer;
 - ii. Next in line manager or colleague;
 - iii. Sporting coach or School teacher; or
 - iv. Other stakeholder who is able to respond to questions on the candidate's behaviours and working style.

6. Suitability assessment - Risk Assessed Roles

- a. In addition to the above, for relevant risk assessed roles, P4 Movement applies the NDIS Capability Framework and Aged Care Standards as basis for developing and managing recruitment, performance management and learning and development.
- b. This includes position-specific qualifications, registrations and screening checks which comply with the relevant standards and rules.
 - i. In addition to standard suitability assessments in clause 5. Individuals in Risk Assessed roles, as defined under the NDIS Practice Standards Worker Screening Rules 2018, will be subject to:
 - 1. NDIS Worker Screening clearance;
 - 2. Working with Children Check clearance; and
 - 3. Other screening checks which may be applied under the NDIS Screening Rules from time to time.
 - ii. In addition to standard suitability assessments in clause 5. Individuals in Risk Assessed roles as defined under the Aged Care Standards will be subject to:
 - 1. National Police Check clearance conducted by an approved provider where report does not disclose a precluding offence; and
 - 2. Other screening checks which may be applied under the Aged Care Screening Rules from time to time.

7. Employment Offers

- a. Once a candidate has been successfully selected, the offer of employment can be made. Offers can be made prior to background check results being finalised, with the condition that P4 Movement reserves the right to withdraw the offer if the pre-employment check results are unsatisfactory. In some cases, an offer may be made pending the completion of a second reference check and after having consulted with the General Manager or Head of Human Resources.
- b. The offer must be made to the most suitable candidate, taking into consideration the skills, qualifications, and experience required for the role. Additionally, diversity and equal employment opportunity (EEO) principles must be factored into the selection process to ensure fair and inclusive hiring practices.

- c. Once the offer is made, the candidate will be provided with a formal written offer letter detailing the role, remuneration, and other relevant employment conditions.
- d. The onboarding process will then be initiated, which includes further documentation, inductions, and any required pre-employment training.

Related Business Procedures

1. HR3 – Workplace Diversity, Inclusion and Respect
2. HR5 – Employment Lifecycle
3. HR8 – Learning and Development
4. P4 Movement Mandatory Certification Matrix

Responsible Persons

1. The Head of Human Resources must:
 - a. Manage and monitor compliance with this policy.
 - b. Ensure managers receive appropriate training and guidance to comply with this policy.
 - c. Ensure that there are systems and processes in place for the development, implementation, review and evaluation of processes relating to this policy.
 - d. Review processes on an annual basis to ensure ongoing compliance.
2. Management must:
 - a. Ensure they are aware of the requirements under this policy.
 - b. Participate in activities defined under this policy to the required level of competence.
 - c. Complete relevant training and seek guidance from People and Culture where any areas of this policy are not clear.
3. All P4 Movement employees, volunteers and subcontractors must comply with this policy.

Definitions

1. **Aged Care Screening Rules:** Aged Care Worker Screening Guidelines July 2021.
2. **NDIS Screening Rules:** NDIS (Practice Standards - Worker Screening) Rules 2018.
3. **Precluding offences (Aged Care):** Under the Aged Care Worker Screening Guidelines July 2021, the offences that preclude a person from working in aged care are:
 - a. a conviction for murder or sexual assault; or
 - b. a conviction of, and sentence to imprisonment for, any other form of assault.
4. **Recruitment Platform:** The Employment Hero recruitment module as part of P4 Movement's

Human Resources Information System.

5. **Risk-Assessed role:** Under the NDIS (Practice Standards - Worker Screening) Rules 2018, a Risk-Assessed Role is defined as:
 - a. a key personnel role of a person or an entity;
 - b. a role for which the normal duties include the direct delivery of specified supports or specified services to a person with disability; or
 - c. a role for which the normal duties are likely to require more than incidental contact with a person with disability.

References

1. Aged Care Act 2024 (Cth) and its associated regulations
2. Aged Care Worker Screening Guidelines July 2021
3. National Disability Insurance Scheme (NDIS) Practice Standards and their associated regulations
4. National Disability Insurance Scheme (NDIS) (Practice Standards – Working Screening) Rules 2018
5. Child Protection (Working with Children) Act 2012 and Regulation 2013
6. Disability Discrimination Act 1988
7. Privacy Act 1988 (Cth)

Version Control

Version 1	1 April 2026	New policy creation
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