

# Kaupapa here | National Recruitment Policy

## Mō wai me te whānuitanga | Audience and scope

This policy applies to all employees of Te Pūkenga, including permanent or fixed term employees (collectively referred to as kaimahi in this policy document).

This policy is a national policy adopted by Te Pūkenga during its transition phase. It is intended to be an overarching policy that applies to Te Pūkenga head office but also sits across the policies and procedures of each business division of Te Pūkenga. In accordance with the Transitioning (Grandparenting) Former Subsidiaries Policies, the policies and procedures of a business division will continue to apply to the operations of the business division to the extent they are consistent with this policy. This policy will be reviewed, monitored and amended as the People, Culture and Wellbeing functions in each business division (and at Te Pūkenga head office) transition into the organisational design for the national People, Culture and Wellbeing function.

## Mokamoka whakaaetanga | Approval details

<b>Version number</b>	2	<b>Issue date</b>	11 October 2022
<b>Approval authority</b>	Te Pūkenga Council	<b>Date of approval</b>	11 October 2022
<b>Policy Sponsor (has authority to make minor amendments)</b>	Chief People Officer	<b>Policy Owner</b>	Chief People Officer
<b>Contact person</b>	Keri-Anne Tane	<b>Date of next review</b>	11 October 2024

## Ngā whakatikatika | Amendment history

<b>Version</b>	<b>Effective date</b>	<b>Created/reviewed by</b>	<b>Reason for review/comment</b>
1	11 October 2022	Keri-Anne Tane and Joy Whiteman	New national policy

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# Kaupapa-here | National Recruitment Policy

## 1. Pūtake | Purpose

- 1.1. The purpose of this policy is to set out the principles that guide us at Te Pūkenga in the recruitment, selection, and appointment of kaimahi. We aim to reflect throughout this policy our commitment to our Te Pūkenga Charter, Values and Strategy (Te Piko) and to ensure that Te Pūkenga meets all legislative requirements.
- 1.2. Te Pūkenga will apply the principles of this policy to attract, and appoint talented, high performing candidates with demonstrated excellence to enable successful implementation of our strategy and outcomes focus.

## 2. Ngā Mātāpono | Principles

- 2.1. Te Pūkenga is committed to being a good employer which includes the fair and proper treatment of all kaimahi and Candidates through the impartial selection of suitably qualified people for appointment<sup>1</sup>. Being a good employer also includes operating an employment policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment including:
  - a) good and safe working conditions
  - b) an equal employment opportunities programme; and
  - c) the impartial selection of suitably qualified persons for appointment; and
  - d) recognition of:
    - the aims and aspirations of Māori; and
    - the employment requirements of Māori; and
    - the need for greater involvement of Māori in the education service; and
  - e) opportunities for the enhancement of the abilities of individual employees; and
  - f) recognition of the aims and aspirations and employment requirements, and the cultural differences, of ethnic or minority groups; and
  - g) recognition of the employment requirements of women; and
  - h) recognition of the employment requirements of persons with disabilities.<sup>2</sup>
- 2.2. Te Pūkenga will deliver processes that support proactive, high engagement, values-based recruitment, selection and appointments. Te Pūkenga aspires for all Candidates to have a positive experience that enhances the reputation of Te Pūkenga as an employer of choice.

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<sup>1</sup> With reference to the requirements of the Education and Training Act 2020 (sections 602 to 604).

<sup>2</sup> Crown Entities Act 2004 section 118: Crown entity to be good employer, and section 597 of the Education and Training Act 2020.

- 2.3. Te Pūkenga will provide Equal Employment Opportunities in accordance with the requirements of the Education and Training Act 2020 and our Diversity, Equity and Inclusion Policy giving preference to the person who is best suited to a position alongside consideration to our priority groups, Māori, Pacific and Disabled.
- 2.4. To ensure diversity is reflected at all levels of the workforce Te Pūkenga will recognise and uphold equity and be free from unlawful discrimination and will pursue equity with reference to the guidelines issued by the Human Rights Commission on measures to ensure equality.
- 2.5. The recruitment of Te Pūkenga kaimahi is guided by our legislative responsibilities under the Education and Training Act 2020. This includes the functions of Te Pūkenga, Te Pūkenga Charter and the nine outcomes that Council have approved as reflecting the Charter, included in appendix one.
- 2.6. Te Pūkenga will provide candidates with a safe, engaging process reflecting their individual needs. This includes (but is not limited to) respecting and reflecting cultural practices, ensuring accessibility, supporting people and communication techniques.
- 2.7. In demonstrating commitment to equity, Te Pūkenga will collect, report, and monitor data, acknowledging that it is still developing its understanding and expertise in data sovereignty.
- 2.8. Te Pūkenga will apply recruitment procedures consistently for all candidates.
- 2.9. Te Pūkenga will ensure that recruitment decisions are made using a fair and transparent selection process and records are retained in accordance with procedures.
- 2.10. Te Pūkenga will undertake continuous quality improvement processes to mitigate risk of implicit bias and privilege, this includes but is not limited to, gender, sexuality, disability, ethnicity, language, worldview, and cultural norms.
- 2.11. Te Pūkenga will ensure information will be kept confidential throughout the recruitment process and will only be used for the purpose for which it was intended. All records will be held in accordance with the Privacy Act 2020.

### 3. Ngā Haepapa | Responsibilities

Role	Responsibilities
<b>All Kaimahi</b>	Ensure the recruitment process is followed and all information provided is true and correct
<b>Manager</b>	<ul style="list-style-type: none"> <li>Responsible for the recruitment and selection of applicants</li> <li>Review the need for the position – justification and consideration of alternative options including job profile, position description and job sizing</li> <li>Obtain approval to recruit as per the delegated authority before commencing any recruitment, selection or appointment process</li> <li>Submit the request for approval, ensuring it contains all required information to enable an approval decision to be made</li> </ul>
<b>People, Culture and Wellbeing</b>	Provide sound advice and support throughout the recruitment process and assist hiring managers and kaimahi (potential and current) through recruitment, selection and appointment processes.
<b>Approvers</b>	Review and approve all vacancies to be recruited for prior to advertising.

### 4. Ngā Tikanga | Definitions

Term	Means
<b>Approvers</b>	Te Pūkenga personnel who have been granted authority to review and approve recruitment for a particular vacancy.
<b>Candidate</b>	A person who is applying for employment including Kaimahi already employed.
<b>Equal Employment Opportunity (EEO)</b>	The elimination of barriers to ensure that all are considered for the employment of their choice in an equitable manner and can develop and perform to their full potential through an <i>equal employment opportunities programme</i> that is aimed at the identification and elimination of all aspects of policies, procedures, and other institutional barriers that cause or perpetuate, or tend to cause or perpetuate, inequality with respect to the employment of any persons or group of persons; for example (but not limited to) inequality of opportunity arising out of gender, ability, sexuality, beliefs, values, principles, worldview, or ethnicity.
<b>Employee or employee</b>	A person employed to do any work for hire or reward under a contract of service (commonly called an employment agreement).

## 5. Ngā Hononga ki Tuhinga kē | Links to Other Documents

### **Related Policies**

Interim Delegations Policy  
Privacy Policy  
Remuneration Policy (in development)  
Conflicts of Interest  
Diversity, Equity & Inclusion Policy

### **Processes, Procedures**

Recruitment Procedures (in development)  
Remuneration Procedures (in development)  
Employment Vetting Procedures (in development)

### **Relevant Legislation**

Children's Act 2014  
Criminal Records (Clean Slate) Act 2004  
Employment Relations Act 2000  
Human Rights Act 1993  
Official Information Act 1982  
Privacy Act 2020  
Public Service Act 2020  
Immigration Act 2009  
Crown Entities Act 2004  
Education and Training Act 2020

## Appendix One

### 1. Te Pūkenga Functions

- Provide or arrange, and support, a variety of education and training
- Be responsive to, and meet the needs of, the regions and their learners, industries, employers and communities by using the national network of Te Pūkenga
- Improve outcomes in the tertiary education system as a whole, including making connections with schools and other organisations involved in tertiary education and by promoting and supporting lifelong learning
- Conduct research with a focus on applied and technological research
- Improve consistency of vocational educational and training by using skill standards and working in collaboration with workforce development councils
- Improve outcomes for Māori communities in collaboration with Māori and iwi partners, hapū and other interested people

### 2. Te Pūkenga Charter

#### Regional Focus

- Offer mix of education and training in each region including on the job, face to face and distance that is accessible and meets regional needs
- Empower regional representatives to make decisions about delivery and operation informed by local relationships and meeting needs of their communities
- Ensure collaboration across national network.

#### Meaningful partnerships

- Develop meaningful partnerships with industry across the country including Māori and Pacific employers, smaller employers and niche sectors and with communities at a local level including hapū and iwi and Pacific communities
- Use insights gained through partnerships to develop and provide vocational education and training that meets needs – both short and long term
- Align education and training delivery to support unique social and economic goals of local communities.

#### Te Tiriti o Waitangi

- Ensure that Te Pūkenga governance, management and operations give effect to Te Tiriti.
- Recognise that Māori are key actors in regional, social, environmental and economic development.
- Respond to the needs of and improve outcomes for Māori learners, whānau, hapū and iwi and employers.

#### Inclusivity and equity

- Hold inclusivity and equity as core principles.
- Recognise and value the diversity of all learners and provide unique types of support for different learners to succeed.
- Meet the needs of all learners – particularly those who are underserved by the education system including Māori, Pacific and disabled learners.
- Work towards equity for learners and staff of different genders, ethnicities, cultures and abilities.

### 3. Outcomes

- Give effect to Te Tiriti o Waitangi in all that we do
- Provide exceptional learning experiences and equitable outcomes for Māori
- Be ākonga (learner) centred. Recognise the diverse and unique needs of all ākonga, with a focus on the unmet needs of Māori, Pacific and disabled ākonga and kaimahi, to empower diversity, belonging, and wellbeing
- Partner with employers to deliver relevant work-integrated education that meets skills needs
- Be responsive and empowering to kaimahi and ākonga
- Become a connected and future focussed education provider driven by innovation, collaboration, research, data driven decision-making and teaching excellence
- Deliver regional flexibility and nationally consistent outcomes. Create-barrier free access, mobility across, and clear pathways within the network for ākonga
- Become a sustainable network of provision creating social, economic, environmental and cultural wellbeing
- Focus on efficient and cost-effective delivery across the network.