

# Provision of Alternate Qualified Teaching Staff

## Policy

The college will employ, on a casual basis, qualified teaching staff in the event that a regular teaching staff member is unavailable.

## Procedure

1. The Principal will advertise and appoint casual staff who are qualified to teach students.
2. The Principal will follow the guidelines for employing ACC staff as per the ACC Management Manual.
3. The admin staff member will maintain a register of casual staff which contains their contact details, availability, teaching qualifications, BOSTES Teacher Number, and Working with Children Check.

## Version

2.0

## Review

2016 or as required