



TYPE: POLICY and PROCEDURES
SUBJECT: Recruitment, Rights and Responsibilities, Performance Evaluation and Professional Development of Administrative Staff
REFERENCE: LWP 30
DATE: 24 <sup>th</sup> FEBRUARY 2025
LAST REVIEWED:
APPROVED BY: The Board of Directors
<p><b>Recruitment of Administrative Staff</b></p> <p>Learning Works applies clear, fair and transparent processes for the recruitment of administrative staff. Recruitment is based on job descriptions that outline required qualifications, responsibilities and duties. Advertisements will be placed on the institution's website and social media. Selection will be carried out through an interview process that considers qualifications, experience, skills and alignment with the institution's values.</p> <p><b>Rights and Responsibilities of Administrative Staff</b></p> <p>Administrative staff are entitled to a competitive salary, benefits and job security according to their roles and responsibilities. As stated in the Vassallo Group Employee Handbook, the Group is committed to continuously improve the health, safety, and wellbeing of all employees within the Group. Benefits, including leave and family - friendly measures are set out in said Handbook.</p> <p>Administrative staff are expected to uphold a high level of professionalism in all interactions within the institution and with external stakeholders. Admin staff are to provide effective, efficient, and responsive support services both to academic staff and to students. Administrative staff must maintain confidentiality regarding sensitive information related to students, staff and institutional issues.</p> <p><b>Performance Evaluation</b></p> <p>The performance of administrative staff is assessed annually to identify areas for growth and to acknowledge recognition of strengths. The main policies and procedures that affect administrative staff are indicated in the afore-mentioned Employee Handbook.</p> <p>Administrative</p>

staff will undergo annual performance reviews based on the quality and timeliness of their work, collaboration and communication within teams and departments and innovation and contribution to institutional goals.

**Promotion**

Potential of staff based on job performance, experience and contribution to organisational goals will be rewarded, where possible, by promotion.

**Professional Development**

The institution will offer professional development opportunities such as training workshops for administrative staff to grow in their roles and develop new skills. Additionally, staff are encouraged to join in training courses offered by the institution at subsidised rates.

Charlo Bonnici  
CEO