



Part Time (Casual) Teaching Opportunities

HSC Computing Courses

Job Reference No: PT2008/20

Salary: \$64.86 per hour

Applications are invited from suitably qualified and experienced persons interested in being considered for placement on a suitability list as part time casual teachers to teach day classes in Prelim/HSC Software Design and Development (SDD) and/or Information Processes and Technology (IPT) and/or Industry Technology Multimedia at Bradfield Senior College (located in Crows Nest), within Northern Sydney Institute.

SELECTION CRITERIA:

1. Tertiary qualifications including teaching qualifications and experience teaching NSW Higher School Certificate Software Design and Development (SDD) and/or Information Processes and Technology (IPT) and/or Industry Technology Multimedia.
2. Demonstrated ability to deliver innovative, student-centred and flexible teaching practice.
3. Awareness of current developments in post-compulsory education and training.
4. Demonstrated capacity to utilise technology in both teaching/learning and administration.
5. Demonstrated industry experience outside the classroom.

Applicants who are currently on a Bradfield Senior College, Northern Sydney Institute suitability list for the above classifications/subjects/modules and who have been employed from this list in the last two (2) years need not re-apply.

Enquiries: Phillip Cooke (02) 9448 4242.

Applicants Please Note:

1. Please ensure your application addresses how your qualifications, experience, knowledge and skills meet the selection criteria.
2. Applicants awarded an interview are required to bring: Certified copies of qualifications, certificates, etc or any information to support their application.
3. It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position.

Applications (quoting JRN) must be to: Recruitment Coordinator, TAFE NSW Northern Sydney Institute, Human Resources Services Unit, Locked Bag 1453, Meadowbank NSW 2114

Closing Date for Applications: Friday 20th June 2008

† Part Time Casual Teachers - Various Classifications

Bradfield Senior College

Applications are invited from suitably qualified and experienced persons interested in being considered for placement on suitability lists as part time casual teachers to teach Prelim/HSC and TAFE day classes in the following classifications, at Bradfield Senior College (located in Crows Nest), within Northern Sydney Institute.

Applicants who are currently on Bradfield Senior College, Northern Sydney Institute suitability lists for the classifications/subjects/modules below and who have been employed from these lists in the last two (2) years need not re-apply.

A separate application form is required for each position being applied for.

Salary: \$64.86 per hour

HSC Ancient and/or Modern History

Job Reference No: PT2008/18

HSC Biology

Job Reference No: PT2008 /19

HSC Computing Courses

Job Reference No: PT2008 /20

HSC English

Job Reference No: PT2008 /21

HSC PDHPE

Job Reference No: PT2008 /22

HSC Mathematics

Job Reference No: PT2008 /23

HSC Music and/or Dance and/or Drama

Job Reference No: PT2008 /24

HSC Legal Studies

Job Reference No: PT2008/25

TAFE Design Fundamentals

Job Reference No: PT2008 /26

HSC Visual Arts and/or Design and Technology (D&T)

Job Reference No: PT2008 /27

Information Technology

Job Reference No: PT2008/28

HSC Business Studies

Job Reference No: PT2008/29

HSC Society & Culture

Job Reference No: PT2008/30

HSC Community & Family Studies (CAFS)

Job Reference No: PT2008/31

HSC Photography and Digital Media

Job Reference No: PT2008/32

Selection Criteria: Available with Information package.

Applicants must obtain an information package, which contains complete selection criteria, mandatory forms and other information relevant to the position.

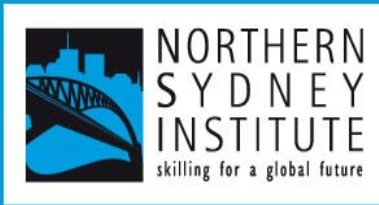
Information Package: Recruitment Officer (02) 9942 3968 by email to:

recruitment.nsi@tafensw.edu.au

Applications (quoting JRN) to: Recruitment Coordinator, Human Resources Services Unit, Northern Sydney Region, Level 2, Building H, See Street, Meadowbank NSW 2114

Bradfield Contact Officers

JRN	Position/Classification	Location	Contact	Number
PT2008/18	HSC Ancient and/or Modern History	Bradfield Senior College (Crows Nest)	Frances Horgan	(02) 9448 4238
PT2008/19	HSC Biology	Bradfield Senior College (Crows Nest)	Phillip Cooke	(02) 9448 4242
PT2008/20	HSC Computing Courses	Bradfield Senior College (Crows Nest)	Phillip Cooke	(02) 9448 4242
PT2008/21	HSC English	Bradfield Senior College (Crows Nest)	Frances Horgan	(02) 9448 4238
PT2008/22	HSC PDHPE	Bradfield Senior College (Crows Nest)	Kaye Higgins	(02) 9448 4233
PT2008/23	HSC Mathematics	Bradfield Senior College (Crows Nest)	Phillip Cooke	(02) 9448 4242
PT2008/24	HSC Music and/or Dance and/or Drama	Bradfield Senior College (Crows Nest)	Sharon Roberts	(02) 9448 4248
PT2008/25	HSC Legal Studies	Bradfield Senior College (Crows Nest)	Kaye Higgins	(02) 9448 4233
PT2008/26	TAFE Design Fundamentals	Bradfield Senior College (Crows Nest)	Lise Henriksen	(02) 9448 4229
PT2008/27	HSC Visual Arts and/or Design and Technology (D&T)	Bradfield Senior College (Crows Nest)	Lise Henriksen	(02) 9448 4229
PT2008/28	Information Technology	Bradfield Senior College (Crows Nest)	Phillip Cooke	(02) 9448 4242
PT2008/29	HSC Business Studies	Bradfield Senior College (Crows Nest)	Kaye Higgins	(02) 9448 4233
PT2008/30	HSC Society & Culture	Bradfield Senior College (Crows Nest)	Kaye Higgins	(02) 9448 4233
PT2008/31	HSC Community & Family Studies (CAFS)	Bradfield Senior College (Crows Nest)	Kaye Higgins	(02) 9448 4233
PT2008/32	HSC Photography and Digital Media	Bradfield Senior College (Crows Nest)	Lise Henriksen	(02) 9448 4229



***INFORMATION PACKAGE FOR TAFE NSW
PART TIME CASUAL TEACHING POSITIONS***

Date Revised: February 2008



This document contains the necessary information to enable you to apply for part time casual teaching positions. Please read through the information sheet/s before completing the 'Job Application', 'Consent to Employment Screening' and the 'Prohibited Employment Declaration' forms.

Prospective applicants also need to carefully read the 'selection criteria' and structure their application in a way that clearly addresses each criteria for the position being applied for. A copy of your current résumé should also be attached.

All completed forms and associated documents should be lodged with the Recruitment Coordinator prior to the advertised closing date.

If you have any enquiries concerning the completion and submission of your application please contact the Recruitment Unit, 9942 3967 or 9942 3968.

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GENERAL INFORMATION FOR PART TIME CASUAL TEACHERS

DUTIES

The rate paid for part-time casual teaching duties shall be deemed to cover the duties on which part-time casual teachers are engaged during the hours for which they have been authorised to give actual class tuition and all duties incidental to teaching including the following:

- Attendance in the classroom before the commencement and after the completion of the lesson.
- Setting and marking of class tests.
- Assessing and marking students' practical work.
- Preparing special lectures and lecture demonstrations.
- Completing records and returns and setting and marking assignments.
- Initial recording of results.
- Familiarisation with the syllabus.
- Organisation of lesson plan.
- Preparation of lesson notes.
- Preparation of teaching aids.
- Making copies of notes.
- Preparation for practical work.
- Drawing and practical exercises.

RATES OF PAY

Teaching Duties \$64.86 per hour (eff.11-1-08)

TRAINING QUALIFICATIONS FOR PART-TIME (CASUAL) TEACHERS

A number of National Training Packages currently being delivered in Northern Sydney Institute require the trainer/assessor to hold the Certificate IV in Training and Assessment. The Australian Quality Training Framework (AQTF) requirements to train and assess independently are Certificate IV in Training and Assessment or demonstration of equivalent competencies.

Certificate IV Training and Assessment is available from most TAFE Institutes. In Northern Sydney Institute, this Certificate IV is available from the Human Resources Management teaching sections at Hornsby, Meadowbank, Northern Beaches and North Sydney Colleges.

Recognition of prior learning and current competency in Certificate IV Training and Assessment is also available through the above teaching sections.

It is strongly suggested that part-time casual teachers recruited and placed on suitability lists who do not have initial teacher educational qualifications, Certificate IV in Training and Assessment or equivalent competencies, should obtain this qualification. It is suggested that before undertaking a course of study you should discuss qualification requirements with your Head Teacher.

TAFE NSW will maintain the discretion to appoint a person to a TAFE part time casual teaching position who does not meet the teacher training requirement on entry, however, they will be required to work under the direct supervision of a person who has the competencies of the Certificate IV in Training and Assessment.



Proof of Identity Checklist

Applicants please note that if you are successful in gaining an interview, you **MUST** provide proof of your identity at the interview to establish eligibility to apply for positions. You must provide a certified copy of one document from each of the following lists:

LIST 1

- Full birth certificate (showing parental details);
- Australian passport or document of identity issued by the Australian Passport Office within the last 2 years;
- Australian naturalisation or citizenship document or immigration papers issued by the Commonwealth department of Immigration and Multicultural Affairs;
- Current driver photo licence issued within Australia; or
- Current photo identity card issued by the Department of Foreign Affairs and Trade.

LIST 2

- Current Medicare Card, Pensioner concession card, Department of Veterans Affairs entitlement card or any other current entitlement issued by the Commonwealth Government;
- Current credit card, or account card from a bank, building society or credit union, or a passbook or account statement up to one year old;
- Telephone, gas or electricity bill up to one year old;
- Water rates notice, council rates or land valuation notice up to two years old;
- Electoral enrolment card or other evidence of enrolment up to two years old;
- Armed services discharge document up to two years old;
- Current student identity card, or a certificate or statement of enrolment up to two years old from an educational institution.

At least one of the documents should show the applicant's signature and preferably their current address.

PLEASE NOTE:

1. Following interviews, successful applicants will be placed on a suitability list which is used to offer casual teaching programs as and when required across the Institute.
2. Teachers may be expected to teach some classes at night.
3. As a large number of applications are received for most positions applications are culled in terms of the information provided **specific** to the criteria set out in this information package. It is therefore essential that applicants include detailed information about their qualifications (eg subjects in their degree) and work experience on their application.
4. If you are successful in being called for interview you will be required to bring with you your original academic and educational qualifications, along with a photocopy of the originals. The convenor of the selection panel will certify the copy of original documentation and will retain the copy.



GUIDE FOR JOB APPLICANTS

TAFE NSW offers jobs on the basis of merit. This means the applicant considered to be most capable of doing the job is selected. To decide this we look at your qualifications, experience, skills, standard of work, and personal qualities relevant to the advertised position. Choosing the best person for the job is part of our policy of equal employment opportunity.

You will have a much better chance of getting the job you want if you take the following steps.

The advertisement gives the name of a contact person who you can speak with if you have any specific questions concerning the teaching position that you wish to apply for.

The advertisement also details the selection criteria for the position. If you do not show how you meet the selection criteria your application is unlikely to be considered any further. The selection panel cannot overlook any of the selection criteria and it cannot add any new criteria not originally included in the advertisement. If a large number of applicants meet all the selection criteria, the selection panel will compare all the applications and choose for interview those whose applications best meet the criteria.

You may still be eligible to be selected for an interview if you do not meet all of the selection criteria. If you can demonstrate your abilities or experience in some of these areas your chances of gaining an interview are improved.

Get the information package

Ring the number given for the information package. The package will include a detailed description of the duties of the job, plus other documents (such as an organisation chart) which will help you with your application.

Read the job advertisement carefully

All NSW Government job advertisements list 'selection criteria'. The selection criteria describe the skills, knowledge and experience needed to do the job.

Advertisements also have a brief description of the job, the name of the inquiries person, an address and a closing date for applications.

Read the advertisement and make a note of anything you don't understand so you can ask questions. Keep a copy of the advertisement for future use.

Telephone the inquiries person

You can get more information about the job by phoning the inquiries person named in the advertisement. Speak to them after you read the information package so your questions will be more relevant. Speaking to the inquiries person will help you decide whether to apply for the job, and what to emphasise in your application.

Other information

Get as much extra information as you can to write a good application. You might meet with the inquiries person at the workplace. If possible, search the internet, visit the agency's library or talk to people who work in similar areas. This will give you a better idea of the workplace.

WRITE YOUR APPLICATION

It is important to prepare a good application as it will be used to decide whether you will be granted an interview. A good application shows why you are the best person for the job and how your skills, knowledge and experience match the selection criteria. It contains:



1. Brief Covering Letter

It is a good idea to include a brief covering letter with your application which would include your contact details as well as a short overview of your experience and claim for the position.

2. Your 'claim for the position' the most important part of your application

You must include a 'claim for the position' in your application for the position to show the selection panel that you have the right mix of skills, knowledge and experience to do the job.

Emphasise your major achievements. Use positive language, for example: 'In my current role I take responsibility for ...' is better than 'I have limited experience in ...'

Next you should write a statement setting out how you meet the criteria. The best way to set out your statement is to list every criterion as a heading and then explain clearly under each one how you meet it. Use examples where appropriate and do not assume that we will know you can do something. When you address each criterion you should also include any relevant formal qualifications and industry experience.

You should outline your previous positions held, both in Australia and/or overseas (if applicable), including:

- the nature of each position;
- how long you held each position;
- the type of work undertaken and your main accomplishments and achievements;
- what your responsibilities were, including if you were responsible for supervising or training other staff. Details should be specified, eg number of people supervised, size of budget you were responsible for, size of plant;
- the range of knowledge, skills and experience which you have and how you obtained them;
- any range of specialist knowledge you may have; and
- where relevant, the kind of technology you used/are familiar with.

You should also provide any evidence of any ongoing professional development.

3. Some key words in selection criteria

- **Demonstrated knowledge:** You need to give examples that prove you have this area of knowledge.
- **Ability to:** You do not need to have done this kind of work before, but you need to describe how your skills, knowledge and experience show that you are capable of doing this part of the job.
- **Experience in:** You have to show you have done this work before. Give examples.
- **Effective, Proven, Highly developed, Superior:** You need to show your level of skill. Use examples of your achievements to show your level of skills, knowledge and experience.
- **Good communication skills:** This is not about whether you speak English with an accent. This is about showing you have the communication skills needed to do the job. You could include: experience in dealing with people, details of things you have written, and examples of problems you have solved using your communication skills.



4. Your Resume

Prepare a résumé (that is, curriculum vitae) which is clear, concise, up to date and includes:

- personal details
- education and training
- employment history (name of organisation, period of employment, job title, major duties and responsibilities, main achievements)
- skills/experience gained outside of paid work
- contact details for two referees, including complete phone and fax numbers and whether an interpreter is needed.

Ideally, your referees will be able to comment on your recent work performance. If you can, give them a copy of the job advertisement.

5. Definitions Of Current, Relevant Industrial Experience

Relevant industrial/commercial experience

Relevant industrial/commercial experience means that you (the applicant) have been employed or self employed for the specified length of time in the area of work (which may also be called an “industry”) associated with the occupation or subject matter you are applying to teach. This should include a range of experience in the work areas associated with this occupation/subject matter, and must include being familiar with the present technology, processes and/or educational developments in use in that industry, where applicable.

“Current” industrial/commercial experience

You (the applicant) have been employed or self employed in the area of work (or industry) associated with the occupation/subject matter you are applying to teach up until at least 18 months ago, **and** have experience in the technology and the practices in use in that industry at the present time.

However, if you have not been employed in this area of work in the last 18 months, but can demonstrate you have kept up to date with the appropriate technology and practices, you may still apply.

6. A Completed Job Application Form

A job application form will be in the information package. Complete this form and enclose it with your application so that it reaches the address in the advertisement by the due date. You should also include certified copies of your academic qualifications and trade licenses if applicable.

See www.jobs.nsw.gov.au for on-line applications.

THE INTERVIEW AND SELECTION PROCESS

Selection is usually done by a committee of three people (this will include one man and one woman). One person will be an ‘independent’ — a person from outside the agency. Selection involves:



PEOPLE WITH A DISABILITY

If you are chosen for an interview, you will be contacted by phone. This is the time to say if you need anything to assist you at the interview, eg:

- wheelchair access into or around the building
- an Auslan interpreter
- to bring a guide dog.

You do not have to disclose your disability during the application process. However, you could discuss your disability at the interview if you felt it would help your application. For example, you may explain why your disability will not affect your ability to do the job. Or, you may want to briefly discuss how the job could be adjusted to allow for your disability. Examples are:

- equipment which will allow you to perform the job with greater efficiency
- exchanging some tasks of the job for tasks of another position
- altering the physical layout of the work area.

These matters cannot be finalised at the interview. They will be negotiated in detail with you if you are the successful applicant.

Shortlisting

The selection committee assesses all applications against the selection criteria. Applicants who best meet the selection criteria will be called for further assessment, usually an interview.

Interview preparation

If you are chosen for an interview, you should prepare carefully. Interview questions are based on the selection criteria. Read the criteria and think of likely questions. Practice your answers out loud or with a friend. Interviews are like public speaking — prepare and rehearse as much as you can.

Consider the challenges of the job and how your skills, knowledge and experience will help you meet them. Read your application and decide which points you want to emphasise.

After assessing the applications, the selection committee will choose those applicants who best meet the selection criteria for further assessment. The selection committee may use a number of methods to assess your ability to do the job including: interview questions, work samples, tests and referee and records checks.

Interview arrangements

If you need wheelchair access to the interview building, or an interpreter because you are hearing impaired, or have any other special needs, you should tell the person who contacts you so that we can make appropriate arrangements.

At the interview

The selection committee may use a number of methods to assess your ability to do the job, including work samples or tests. If you have not been told what to expect, you can telephone and ask if there will be a test or exercise as well as the interview.

When answering interview questions remember:

- it is OK to take your time — think before you answer
- if the question is unclear, ask for it to be explained
- you will usually need to restate details which are in your application
- give examples from your experience with each answer
- give complete answers — don't assume that you can omit details
- interviewers may be more comfortable if you maintain eye contact.

At the end of the interview, ask any questions you have about the job. Restate your major strengths, adding anything that has been left out.



Referee Check

At the interview, you will be asked to provide the name and contact details of two referees – a current or recent supervisor(s) and/or a current or recent colleague(s). Referees are asked to provide information on your work behaviour and performance and can be asked to verify or comment on claims made by you.

Criminal Records Check

The NSW Government requires that a criminal record check be carried out on applicants recommended for some positions. A criminal record does not necessarily disqualify you from selection. If the criminal records check results in rejection of your selection, you will be given the opportunity to discuss the matter before a final decision is made.

Working with Children Check

When applying for a position in child-related employment a “Working With Children Check” will also be undertaken. This is a formal process of checks to help determine your suitability to work with children or have unsupervised access to children in your work. The check takes into account relevant criminal records, apprehended violence orders and completed disciplinary proceedings.

It is an offence under the *Commission for Children and Young People Act 1998* for a person convicted of a serious offence to apply for a child-related position. Information on the Working with Children Check is located at <http://www.kids.nsw.gov.au>

Verification of Professional and/or Academic Qualifications

If you are successful in being called for an interview, the selection committee will ask to see original certificates or certified (by the institution) academic transcripts of your qualifications if you have not submitted copies with your application. The cost of producing this documentation is to be met by you. The selection committee may also seek verification of your qualifications from the issuing institution. Any statement on your application that is found to be deliberately misleading could make you, if employed, liable to dismissal and/or prosecution.

WHAT HAPPENS NEXT?

If you are selected for the job you will be telephoned with a job offer. You may be asked to provide some documents (for example, birth certificate, evidence of citizenship/resident status). There may also be some pre-employment checks (for example health assessment, criminal records). The offer will then be confirmed in writing.

If your application is unsuccessful, you will receive a letter. It is helpful to phone and ask for feedback. This can help you to understand the decision and improve your performance in future interviews.

OVERSEAS QUALIFICATIONS

Some job advertisements say that you need to be registered, licensed, hold a trade certificate, or be a member of a professional association. You may need to get formal recognition of your qualifications before applying for these jobs.

For other jobs, the selection panel will assess your qualifications. It may be useful to give them a statement which shows the Australian equivalent of your qualification. This may be obtained from:

- Australian Education International, ph 1300 363 079
- AEI - National Office of Overseas Skills Recognition (NOOSR), ph 1800 020 086 or <http://aei.dest.gov.au/AEI/QualificationsRecognition/default.htm>



Job application

Tick the box that applies and Use "TAB Button" to complete the form

Equality of employment opportunity and appointment on merit are TAFE NSW policy.

Position advertised

Position applied for	
Job reference number	
Location preference (if it applies)	

Personal details

Title	<input type="checkbox"/> Ms	<input type="checkbox"/> Mr	<input type="checkbox"/> Other
Sex	<input type="checkbox"/> Female	<input type="checkbox"/> Male	
Family Name			
Given name(s)			
Preferred name (if it applies)			
Home address			Postcode:
Postal address			Postcode:
Phone	Work:	Home:	Mobile:

Current employment

Employer	
Position	
Status	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Salary	\$

Previous public sector employment

Your last employer	
Position	
Last day of service	

Have you accepted a NSW Public Sector voluntary redundancy package in the last nine months or compensation through the Statutory and Other Offices Remuneration Tribunal? Yes No

Previous TAFE NSW employment

Have you worked for TAFE NSW before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, your last work location and the year you left	

Personal details

TAFE NSW will do a criminal record check if you are appointed to a 'sensitive' job. You will not be rejected solely on the basis of a criminal record check without an opportunity to talk to us about it. To allow us to do the check please give the following information:

Date of birth	
Town and country of birth	
Former family and given name(s) (if it applies)	

Requirements for appointment

You can only be appointed to TAFE NSW if you:

- are an Australian citizen or have the status of permanent resident in Australia
- give us proof of identity (and any other documents we need)
- pass a prescribed health assessment.

Signature

Any statement on your application found to be deliberately misleading could make you liable to dismissal.

Signature	Date
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About this form

This is a multipurpose form:

- *The first section gives us information about you and the job you are applying for.*
- *The second section gives information which helps us improve our Equal Employment Opportunity programs*
- *The last section gives a brief guide to help you prepare your application*

**DEPARTMENT OF EDUCATION AND TRAINING
EQUAL EMPLOYMENT OPPORTUNITY (EEO) DATA COLLECTION**

Please read the information below before completing the Equal Employment Opportunity section on the back of your TAFE NSW Job Application form.

Under the *Anti-Discrimination Act*, all public sector organisations including the NSW Department of Education and Training, are required to conduct an EEO survey of their staff.

The survey has been prepared by the Office of the Director of Equal Opportunity in Public Employment (ODEOPE).

The data from the survey are required for the annual reporting requirements of ODEOPE and parliament as well as the development and implementation of EEO and other personnel strategies within the Department.

EEO data are also included in the human resource data provided annually to the premier's Department as part of the Premier's Department Workforce Profile data collection which is conducted across the public sector. The Workforce Profile uses aggregated data to enable the identification of trends amongst groups of staff on a sector wide basis.

The completion of the EEO data collection form is voluntary, however, your cooperation in completing the form to assist in the collection of EEO data would be appreciated. Confidentiality of an individual's EEO data will be maintained at all times. No individual's data will be identified in any reporting on EEO data. Data provided as part of the Workforce Profile data collection do not include either the names or serial numbers of staff.



Equal employment opportunity

You do not have to fill in this page. Any information you give us will be kept strictly confidential. The information will only be used for statistical purposes and will not be available to the selection panel.

We need statistical information about the people who apply for jobs and gain employment with TAFE NSW. This information allows us to improve our Equal Employment Opportunity (EEO) programs.

The questions are designed by the Office of the Director of Equal Opportunity in Public Employment. They form the basis for all Public Sector EEO reporting.

Q1. Are you an Aboriginal or Torres Strait Islander?

An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Island descent, who identifies as such, and is accepted as such by the community in which she or he lives.

If you are both Aboriginal and Torres Strait Islander please mark both 'Yes' boxes.

Yes, Aboriginal (go to question 3)

Yes, Torres Strait Islander (go to question 3)

No

Q2. Are you from a racial, ethnic or ethno-religious group which is a minority in Australian society?

You should answer 'yes' to this question if you are from a minority because of any of the following:

- your language background or accent
- your religion or culture
- your ethnic or racial appearance
- your country of birth or descent

Yes **No**

Q3. What language did you first speak as a child?

English **Other language**

Q4. Are you a person with a disability?

You should answer 'yes' to this question if you have any one or more of the limitations or restrictions listed below:

- a long term medical condition or ailment
- speech difficulties in your native language
- disfigurement or deformity
- a psychiatric condition
- head injury, stroke or any other brain damage
- loss of sight or hearing
- Incomplete use of any part of your body
- blackouts, fits or loss of consciousness
- restriction in physical activities or in physical work
- slowness at learning or understanding
- any other condition resulting in a restriction

No **Yes – If yes, do you require adjustment to be made at work?**

You should answer 'yes' to this question if your disability would make it necessary to change any of the following:

- the tasks of the job
- the workplace or work area
- how others behave towards you
- the equipment you use
- your working hours

No **Yes**



Equal Employment Opportunity (EEO) is about:

- Ensuring workplaces are free from all forms of unlawful discrimination and harassment
- Providing programs to assist members of EEO groups in employment.

EEO groups are people affected by past or continuing disadvantage or discrimination in employment. These groups are women; Aboriginal and Torres Strait Islander people; members of racial, ethnic, and ethno-religious minority groups, and people with a disability.

Discrimination is treating someone unfairly or harassing them because they belong to a particular group. Under the Anti-Discrimination Act 1977, it is against the law in NSW for any employer, including the Government, to discriminate against an employee or job applicant because of their age; sex; pregnancy; disability (including past, present or possible future disability); race, colour, ethnic or ethno-religious background, descent or nationality; marital status; carer's responsibilities; homosexuality; transgender.

Both **direct and indirect discrimination** are against the law. Direct discrimination means treatment that is obviously unfair or unequal. Indirect discrimination means having a requirement that is the same for everyone but has an effect or result that is unfair to particular groups of people.

All employees have the right to:

- A workplace that is free from unlawful discrimination and harassment
- Equal access to benefits and conditions
- Fair processes to deal with work-related complaints and grievances.

Employees also have the responsibility to:

- Act to prevent harassment and discrimination against others in the workplace
- Respect differences among colleagues and customers such as cultural and social diversity
- Treat people fairly (don't discriminate against or harass them).

Managers and supervisors have the additional responsibility to:

- Ensure that work practices and behaviours are fair and free from all forms of unlawful discrimination and harassment
- Provide employees with equal opportunity to apply for jobs, training and development, higher duties and flexible working hours
- Ensure selection processes are consistent, transparent and based on merit.

Ethical practice

People who work for the NSW Government must always work ethically and act in good faith in the public interest. This is their public duty. The Independent Commission Against Corruption has developed these principles to help Government employees make better decisions and resolve ethical dilemmas they may face at work:

Serving public above private interests

Government employees must make decisions and take actions which best serve the public interest. When making decisions, employees should not consider their private or personal interests.

Integrity

Government employees should ensure that any decision made, or action taken, has these qualities:



Openness

- Giving reasons for decisions
- Revealing all avenues available to the client or business
- When authorised, offering all information
- Communicating clearly.

Honesty

- Obeying the law
- Following the letter and spirit of policies and procedures
- Observing codes of conduct
- Fully disclosing any possible conflicts between the public interest and personal interests.

Accountability

- Recording reasons for decisions
- Submitting to scrutiny
- Keeping proper accessible records
- Establishing audit trails.

Objectivity

- Fairness to all
- Impartial assessment
- Merit selection in recruitment and in purchase and sale of government resources
- Considering only relevant matters.

Courage

- Giving advice fearlessly and frankly where required
- Doing the right thing even in the face of adversity
- Reporting and dealing with suspected wrongdoing
- Acting in the public interest above loyalty to colleagues or supervisors.

Leadership

- Demonstrating, by your own ethical behavior, the value of these principles in serving the public interest
- Promoting public duty to colleagues and others in an agency and outside.

For more information contact the Independent Commission Against Corruption, ph 02 8281 5999, www.icac.nsw.gov.au. You can also ask any Government agency for a copy of its Code of Conduct for employees.



A diverse, fair and safe workplace

Essential information about working for the NSW Government

When you work in the NSW Public Sector you are not just doing a job — you are representing the NSW Government to achieve what is in the community's best interests.

The NSW Government is dedicated to building a talented and responsive workforce that reflects the diversity of the people of NSW. This means valuing the participation of people with different life and work experiences. By valuing different people and different approaches to what we do, we are more innovative and ultimately deliver better services. The NSW Government is committed to occupational health and safety, freedom from discrimination, bullying and harassment, and respect and fairness to its staff and the community.

All employees and managers are expected to understand and support these principles and practices and to meet their responsibilities in these areas.

People who work for the NSW Government need to understand these principles:

- **Cultural diversity**
- **Equal Employment Opportunity (EEO)**
- **Ethical Practice**
- **Occupational Health and Safety (OH&S).**

The information provided here is designed to give you a broad understanding of these areas. Your employer will be able to provide you with more information on how these principles apply to your own workplace.

Cultural diversity

The NSW Government recognises and values the different linguistic, religious, racial and ethnic backgrounds of all the people of NSW. The Community Relations Commission and Principles of Multiculturalism Act 2000 sets out four principles of multiculturalism. These are:

- Everyone in NSW should have the greatest possible opportunity to contribute to, and participate in, all aspects of public life in which they may legally participate.
- All individuals and institutions should respect and make provision for the culture, language and religion of others within an Australian legal and institutional framework where English is the common language.
- Everyone should have the greatest possible opportunity to make use of and participate in relevant activities and programs provided or administered by the NSW Government.
- All NSW institutions should recognise the linguistic and cultural assets in the NSW population as a valuable resource and promote this resource to maximise the State's development.

All NSW Government agencies must have in place strategies to meet the principles of multiculturalism. Agencies must include these strategies in an Ethnic Affairs Priority Statement (EAPS) contained in their annual report to Parliament. Strategies can include:

- Offering programs and services which reflect the needs of the entire community
- Developing and implementing policies which are sensitive to all staff and client needs
- Providing information in ways that will reach all staff and clients
- Providing language services for all clients
- Ensuring that boards and committees reflect the multiculturalism of the community
- Training staff on multiculturalism and how these apply in their jobs
- Using flexible, inclusive consultation processes.

For more information contact the Community Relations Commission for a Multicultural NSW, ph 02 9716 2232, www.crc.nsw.gov.au.



Occupational Health and Safety (OH&S)

What everyone needs to know

The NSW Occupational Health and Safety Act 2000 aims to protect the health, safety and welfare of people at work through general requirements which must be met at every place of work in NSW. The Act covers employees as well as employers and self-employed people.

Employees must:

- Take reasonable care of the health and safety of others
- Co-operate with employers in their efforts to comply with OH&S requirements.

Employers must:

- Ensure the health, safety and welfare at work of their employees.
- Maintain workplaces in a safe condition and provide safe entrances and exits
- Ensure the safe use, handling, storage and transport of equipment and substances
- Provide work systems and working environments that are safe and without risks to health
- Provide information, instruction, training and supervision necessary to ensure employees' health and safety at work
- Maintain adequate facilities for the welfare of employees
- Consult employees so they can contribute to decisions affecting their health, safety and welfare
- Adopt a risk management approach to managing workplace health and safety.

Both employers and employees must not:

- Interfere with or misuse things provided for the health, safety or welfare of persons at work
- Obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of a person at work
- Refuse a reasonable request to assist in giving aid or preventing a risk to health and safety
- Disrupt a workplace by creating health and safety fears.

Note: This is general information only. Managers and employees should seek more information from their own workplace. Nothing in this document shall be construed to waive or modify any obligations imposed by the OH&S Act 2000 or the OH&S Regulation 2001.

For more information contact WorkCover NSW, ph 02 4321 5000, www.workcover.nsw.gov.au.



Consent to employment screening

This form is to be completed by persons whose names are to be submitted for employment screening as part of the *Working with Children Check*.

Employers are required to sight applicant's original identifying documents.



Personal details

SURNAME Block letters			
First name			Middle name
Previous names/aliases	<input type="checkbox"/> Female	<input type="checkbox"/> Male	Driver's licence no.
Date of birth	Place of birth (City, State and Country)		Telephone
Address	Suburb	State	Postcode
Position applied for	Location of position		

Consent to screening

I certify that the above information is accurate and I understand that if I have provided false or misleading information it may result in a decision not to employ me, or if already employed, may lead to my dismissal. I am aware that if I am considered for employment in a primary child-related position, several screening processes will be undertaken to check my suitability, including:

1. a national criminal records check for all convictions vetted in accordance with the *Criminal Records Act 1991* or, if a Commonwealth offence, the *Commonwealth Crimes Act 1914*.

- For the purpose of employment in certain occupations such as a teacher or teachers aide, section 15 of the *Criminal Records Act 1991* excludes the operation of spent conviction legislation.

2. a national criminal record check for charges and/or convictions (including spent convictions) for:

- any sexual offence including but not limited to sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge;
- any assault, ill treatment or neglect of or psychological harm to a child;
- any registrable offence; carrying a penalty of 12 months imprisonment or more.

I understand that this check includes charges that:

- may have not been heard or finalised by a court;
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

3. a check for relevant apprehended violence orders taken out by a police officer or other public official for the protection of children; and

4. a check for relevant employment proceedings involving reportable conduct or an act of violence committed by the employee in the course of employment and in the presence of children. Reportable conduct means any sexual offence or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence) or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

I understand that conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography or child prostitution and carnal knowledge) will prohibit my employment in a child-related position. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a "registrable person" under the *Child Protection (Offenders Registration) Act 2000*, I am prohibited from employment in a child-related position.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by the Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed assessment.

I acknowledge that:

- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes including the investigation of any outstanding criminal offences;
- the outcome of assessment of information obtained through the *Working with Children Check* by the Approved Screening Agency may be provided to my current or prospective employers only for background checking purposes;
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for employment screening in accordance with section 36 (1) (f) of the *Commission for Children and Young People Act 1998*; and
- the above information and any information obtained during employment screening may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for employment screening purposes.

Signature		Date:	/	/
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Office use only

Name of employer contact	Designation	Signature	Telephone No.
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Prohibited employment declaration



Child Protection (Prohibited Employment) Act 1998

The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a Registrable Person under the Child Protection (Offenders Registration) Act 2000 to apply for, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a particular person.

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment of 12 months or more even if the sentence was not served, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.

Child-related employment means any employment that primarily involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the Child (Detention Centres) Act 1987)
- in refuges used by children
- in wards of public or private hospitals in which children are patients
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- in any religious organisation
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other child care
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses
- at overnight camps for children.

Under this Act:

- it is an offence for a prohibited person to **apply for, undertake or remain** in child-related employment
- employers **must** ask existing employees, both **paid and unpaid**, and preferred applicants for employment to declare whether they are a prohibited person or not
- all child-related employees **must** inform their employers if they are a 'prohibited person' or remove themselves from child-related employment. A prohibited person is someone who has been convicted of a serious sexual offence or, who has had a finding for a charge of serious sexual offence proven in court, even if a conviction was not recorded.
- penalties are imposed for non compliance.

I am aware that I am ineligible to apply for, undertake or remain in, child-related employment if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998 or if I am a "Registrable Person" under the Child Protection (Offenders Registration) Act 2000. I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I declare that I am not a person prohibited by the Act from seeking, undertaking, or remaining in child-related employment.

Name (Block letters)		Signature
Workplace	Name of school, district office, institute, division, state office directorate or AMES	
Serial no.	Current employees only	Date

Note: Seek independent legal advice if you are unsure of your status as a prohibited person. This form should be returned to the selection panel convener / principal / manager of the workplace as appropriate.

Checklist

- Did you** telephone the contact person for information about the job?
- Do you** know the closing date and where to send the application?
- Have you shown**
- the name and number of the position you are applying for?
 - your name and address?
 - a daytime contact telephone number and contact address?
- Have you attached**
- a statement explaining how you meet the selection criteria?
 - an up to date resume?
 - a completed and signed application form?
 - the names and phone numbers of two referees?
 - a completed Employment Declaration Form?
 - a completed Consent to Employment Screening Form?
 - certified photocopies of your qualifications ?
 - Any other information that you believe will assist you in your application
- Have you**
- kept a copy of your application?

Good luck with your application.

Applications should be returned to:

***The Recruitment Coordinator,
Human Resources Services Unit,
TAFE NSW Northern Sydney Region,
Locked Bag 1453, MEADOWBANK NSW 2114.***

