

# POSITION INFORMATION

Part Time (Casual) Teacher

Signs & Graphics  
Wollongong

TAFE NSW is the largest provider of vocational education and training in the Riverina-Murray, Illawarra and South Coast regions and offers careers across a number of professional and educational roles.

**All applications must be lodged online.**

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## Web sites

**TAFE NSW**

**Facebook**

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**Please note:**

- All applications must be submitted electronically on-line.
- Applicants MUST address the selection criteria and/or targeted questions.
- **Proof of Identity.** Applicants who are not already permanent employees of TAFE NSW will need to identify themselves to the selection panel if an interview is granted by way of; one form of photo identification (i.e. drivers licence or passport). Documents must be originals, photocopies are not acceptable.

If you are not attending a face to face interview you can have your proof of identity and qualifications (if relevant to the position) **certified by a JP or by a staff member at your local TAFE NSW Campus**. Please email the certified documents to the Hiring Manager.

- **Qualifications.** If the position you are applying for requires academic qualifications, certificates or licenses, original documents must be brought with you should you progress to the interview stage. These will be sighted and certified at interview stage.

If your qualifications are from overseas you should include copies of:

- All relevant qualifications, with English translations
- A statement of Australian equivalence for your qualification, a letter of recognition or result of testing from a recognised assessing, registering and/or licensing body
- Academic transcripts - Where translations or statements of equivalence cannot be provided, submit a copy of the original qualifications. If you don't have copies of your qualifications, you may submit a statutory declaration explaining the qualifications you have.

You can also obtain assistance from the following, State Training Services NSW Department of Education and Communities at <http://www.training.nsw.gov.au> or the National Office of Overseas Skills Recognition phone 1300 363 079 or at Australian Education International

- A separate application must be completed for each position.

## CONTACTS

### Contact Officer

**For specific information regarding the roles and responsibilities of the position contact:**

Wollongong Campus      Ian Squire      02 4229 0648 or email [ian.squire4@tafensw.edu.au](mailto:ian.squire4@tafensw.edu.au)

### People and Safety Contact

For further assistance please contact the Recruitment Officer on (02) 6058 2916 or email [RITRecruitmentRiverina@tafensw.edu.au](mailto:RITRecruitmentRiverina@tafensw.edu.au)

# TAFE NSW

## PART TIME (CASUAL) TEACHER

### Signs & Graphics

#### SELECTION CRITERIA

1. Certificate III or equivalent in Signs and Graphics.
2. Relevant and current practical trade experience of at 5 years post qualification.
3. **Certificate IV in Training and Assessment (TAE40116)**, or its successor  
**OR**  
**Certificate IV in Training and Assessment (TAE40110)**, with the **additional units listed below;**  
**and** one of the following:
  - ***TAE40111 Address adult language, literacy and numeracy skills or its successor or***
  - ***TAE40110A Address adult language, literacy and numeracy skills***  
**and** one of the following:
    - ***TAEASS502 Design and develop assessment tools or its successor or***
    - ***TAEASS502A Design and develop assessment tools or***
    - ***TAEASS502B Design and develop assessment tools* See Note 1 for more information**
4. Proven ability to communicate effectively in a wide range of educational, industrial or community environments.
5. Demonstrated commitment to maintaining professional currency and commitment to quality customer services.
6. The ability to utilise and integrate information technology in a teaching program.

#### NOTE:

Applicants may be will be required to undergo a skills trade test.

Day work

You **must** provide a transcript of all relevant qualifications at interview so the panel can verify the above requirement.

Overseas qualifications must be recognised in Australia as equivalent.

## Part Time (Casual) Teachers – IMPORTANT INFORMATION

### 1 Minimum Teaching Qualifications

As a minimum teaching qualification, teachers must hold the **Certificate IV in Training and Assessment (TAE40116)**, or its successor

**OR**

**Certificate IV in Training and Assessment (TAE40110)**, with the **additional units listed below;**

**and** one of the following:

- **TAE40111** Address adult language, literacy and numeracy skills or its successor or
- **TAE40112** Address adult language, literacy and numeracy skills

**and** one of the following:

- **TAE40113** Design and develop assessment tools or its successor or
- **TAE40114** Design and develop assessment tools or
- **TAE40115** Design and develop assessment tools

[ASQA - Meeting trainer and assessor requirements/](#)

#### **Please Note:**

If you have not completed Certificate IV in Training and Assessment (TAE40116 or TAE40110), or its successor you can still be placed on the Suitability List within 12 months of the recruitment process after providing evidence of completion of the above requirements.

### 2 Suitability List

As these are casual positions placement on a suitability list does not guarantee an offer of employment. If an offer of employment is made, you will be advised of the location, days and hours to be worked.

### 3 Interview Locations

Applicants are advised that interviews for this position may be conducted in a central location within the RTO. There will be the option of a telephone or videoconference interview if applicants cannot attend an interview.

# NSW TECHNICAL AND FURTHER EDUCATION COMMISSION

## STATEMENT OF DUTIES

**TITLE UNDER AWARD:** TAFE COMMISSION OF NSW TEACHERS AND RELATED EMPLOYEES  
ENTERPRISE AGREEMENT 2016

**DEPARTMENTAL TITLE:** PART TIME (CASUAL) TEACHER

**Responsible to:** Head Teacher or Teacher-in-Charge

**A Teacher is to:**

**Perform** the teaching role in a most effective manner.

**Provide Assistance** in the development of curriculum, teaching methods and resources.

**Perform** those administrative duties associated with their teaching.

**Ensure** the observance of appropriate safety, health, welfare, security and good housekeeping standards.

**Comply** with the requirements and regulations of appropriate legislation.

**Ensure** the principles of equal opportunity in education and employment are applied to all staff and students including the prevention of overt and covert discriminatory practices.

**Be involved** in and assist as required within the corporate life of the campus

**Advise** and assist students to develop their educational programs and make them aware of the facilities the campus provides.

**Provide** advice and assistance to students, employers and members of the community and generally promote technical and further education.

**Contribute** to the development and maintenance of the Institute ISO9001 quality systems and ensure compliance to Australian Quality Training Framework in areas of relevant responsibility.

A part time teacher's recognised function is to impart knowledge to students and develop them in the skills stated in the syllabus. In short, the teacher's task is to guide, to advise, to assist, to stimulate and to create readiness to learn.

A teacher will seek to achieve these objectives by:

- being familiar with the details of the current syllabuses and, where considered necessary, recommend to your senior officer amendments to keep them up to date;
- preparing carefully all lectures and demonstrations and ensure their presentation conforms with the best educational practices;
- ensuring that all students admitted to classes have been properly enrolled;
- measuring each student's progress and the effectiveness of teaching by regular and adequate testing;
- insisting on a reasonable standard of conduct from students and set a good example yourself;
- complying with the requirements and regulations of appropriate legislation and Institute policy and procedures including EEO, WHS, ethical practice, Ethnic Affairs Priorities Statement (EAPS), copyright, childcare and protection.
- being punctual in attendance at classes and not leaving classes unless the circumstances are exceptional;
- remaining in the classroom for a period of at least 30 minutes (and advising the Head Teacher as soon as possible) if the class fails to arrive at a planned session;
- safeguarding campus property and equipment and report any damage or breakage;
- keeping informed of modern developments in education in your vocational area. If necessary, you should attend appropriate courses to improve general education, technical knowledge and skills, and teaching methods and techniques. Your section head is available to help in this area;
- keeping all necessary records up to date, neat and accurate and reply promptly to official communications;
- taking an interest in the broader life of the campus and cooperate with all members of staff in extending the scope of technical and further education;
- carrying out promptly any other duty as directed by the Head Teacher or Manager Education and Training.