

## Dear Applicant

Thank you for your interest in working at TAFE NSW. If you visit our [website](#) you will find a comprehensive range of information about Sydney TAFE.

Teachers in TAFE NSW are recruited based on competitive selection. This means that from a field of applicants the assessment panel selects the person or people best suited to the requirements of the role and the needs of TAFE.

To do this the assessment panel compares all candidates' skills, experience and abilities against the capabilities, knowledge and experience standards set for the role. The assessment panel uses different assessment methods, such as written applications, capability-based assessments, trade tests, interviews and referee checks, to collect the evidence required to make a merit-based decision.

### Who to contact

For questions about the specific role, please contact the nominated person in the advertisement

For questions about the process, the status of your application, or general information please contact the Sydney TAFE Recruitment team: 9217 4888 or [SI.Recruitment@tafensw.edu.au](mailto:SI.Recruitment@tafensw.edu.au)

For technical questions or issues, please contact the I Work for NSW Support Desk on 1800 562 679 or [support@jobs.nsw.gov.au](mailto:support@jobs.nsw.gov.au).

## Your Application

The following information may assist in preparing an application for a position within TAFE NSW. Your application should include the following:

- a covering letter.
- a statement addressing the selection criteria required for the position
- a résumé / curriculum vitae (CV)
- two referee contact details

## Cover Letter

Understanding the role, what is required and whether you have the right skills and experience are important in deciding whether to apply.

Your cover letter should be short and specific; highlighting the main points of your claim for the role.

Your cover letter should be no more than one page in length and include:

- Details of the role you are applying for.
- A brief introduction about yourself.
- A summary of your relevant skills, qualifications and experience.

## The Selection Criteria

Your application needs to address the selection criteria. The assessment panel will use this information to understand how your skills, knowledge and abilities are suitable for the advertised role.

Some key words in selection criteria:

*Demonstrated knowledge:* You should give examples to show you have this knowledge.

*Ability to:* You should describe how your skills, knowledge and experience show that you are capable of doing this part of the job.

*Experience in:* You should show that 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.

## Your Résumé

Prepare a résumé (that is, curriculum vitae (CV)) 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 email address. Ideally, your referees will be able to comment on your recent work performance. If you can, give them a copy of the job advertisement.

## Qualifications

Teachers in TAFE NSW are required to have relevant qualifications, certificates or licenses. The specific requirements will be outlined in the advertisement.

You should bring certified copies of your qualifications with you should you progress to the interview stage. Alternatively, the original documents can be brought in and sighted by the interview panel.

Your qualifications may be verified with the relevant issuing institution.

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.

[Training Services NSW](#) provides assessment of overseas trade qualifications. For other available services, please visit [International Education Online](#).

## Specific Information for Part-time Casual Teachers

If you are recommended for a part-time casual teacher position, you will be placed on a suitability list for that teaching discipline. You may be offered teaching hours on a casual basis at any location across Sydney TAFE where courses are held in that particular subject area. Being on a suitability list is not a guarantee of employment.

If you are already working as a part-time casual teacher in the same teaching discipline, you may not have to reapply if you:

- Are currently on a suitability list and have been employed as a part-time casual teacher within TAFE NSW in the previous two years; and
- still hold the relevant technical, professional and educational qualifications; and
- have relevant vocational or industrial experience.

## The Selection Process

### How to submit your application

To apply and submit your application, register and apply at: [I work for NSW](#)

### What happens next?

If your application progresses through initial shortlisting, the next stage(s) will involve capability-based assessments.

The capabilities for the role you are applying for are described in the role description.

Assessments may include interviews and work sample tasks such as case studies, role plays and group activities. Trade Tests are also conducted for certain teaching disciplines.

If you have a disability and require any adjustments to the assessment process, you can discuss your requirements with the hiring manager or nominated contact person at any stage of the process.

If you are shortlisted for an interview you will be notified of the details as soon as possible. All applicants will be formally advised in writing of the outcome.

### The Interview

If you are invited to an interview, you will be contacted by the Hiring Manager and notified of the time and date of the interview. The assessment panel may use a number of methods to assess your ability to do the job, including work samples, presentations or tests.

### Interview preparation

If you are chosen for an interview, you should prepare carefully. Interview questions are based on the selection criteria. Review the criteria and think of likely questions and responses.

At the end of the interview you may be invited to add further information in support of your application. This is an opportunity for you to demonstrate your interest in the position. You should also expand on your skills, knowledge and qualifications showing the committee that you are the best candidate for the position.

### During the interview, remember:

- It is okay 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

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 or any additional information.

### Referee Checks

If you are considered eligible for the role or for placement on an eligibility list, TAFE NSW will contact your referees.

Reference checks will be completed prior to offering you employment.

### National Police Check

You will be required to consent to a National Police Check as part of the recruitment process.

In the event that information is returned, TAFE NSW will make an assessment on suitability for employment based on the nature of the matters reported, the requirements of the job, as well as any other relevant information.

### Working with Children Clearance

All TAFE NSW employees who engage in child-related work must ensure they have a valid, verified WWC clearance number at all times. Information about the WWC clearance number application process is on the [OCG website](#). The process involves completion of an on-line application and presentation of proof of identity and payment through Service NSW.

### The Outcome

If you are recommended for the job you will be contacted by the Hiring Manager with an offer of employment. If you have not already provided them, you will be asked to provide some documents (for example, birth certificate, evidence of citizenship/resident status). The offer will be confirmed in writing and arrangements will be made for a start date.

If you have applied for inclusion on a suitability list, you will be advised whether you are eligible for employment. Inclusion on a suitability list is not an offer of employment.

If your application is unsuccessful, you will be informed in writing. The notification will include contact details for the Hiring Manager. You can contact the Hiring Manager for feedback on your application.