NSW GOVERNMENT | TAFE NSW



GUIDE TO APPLYING FOR A POSITION IN TAFE NSW

Thank you for your interest in working for TAFE NSW. The following information may assist in preparing an application for a position within TAFE NSW.

The One TAFE vision of a flexible, innovative and responsive education and training provider, has transformed TAFE NSW into one team, implementing a structure that better supports our people. It's about coming together as a proud, passionate and customer-focused team. To learn more about the exciting initiatives across TAFE NSW make sure you visit https://www.tafensw.edu.au/about-tafensw/one-tafe-nsw

TAFE NSW has over 130 locations across the state within 5 Regions. Please refer to the map on page 5 of this document.



WHAT TO INCLUDE IN YOUR APPLICATION

Your application may include the following:

- A brief cover letter (if required)
- A current résumé
- Responses to targeted questions
- Providing a written response that addresses the targeted questions forms a specific part of the selection process.
- Two referee contact details

Please note that TAFE NSW does not accept written references so these should not be submitted with your application.

ESSENTIAL REQUIREMENTS AND CAPABILITIES OF POSITION

The Essential Requirements describes the knowledge, skills and capabilities required to perform the duties of the position and can be found in the position description.

For permanent jobs in the NSW Public Sector, you need to be an Australian citizen or permanent resident.

For most temporary jobs, you need a visa that gives you permission to work in Australia.

To further understand the NSW Public Sector Capability Framework visit https://www.psc.nsw.gov.au/workforce-management/capability-framework

QUALIFICATIONS

If the position you are applying for requires academic qualifications, certificates or licenses, certified copies are to be brought with you to interview should you progress. Alternatively, the original documents can be brought and sighted by the interview panel. The academic and professional qualifications of candidates recommended for appointment talent pool, may be verified by the convener of the selection panel 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.

FOR MORE INFORMATION

Visit **tafe.edu.au**

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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

All applications must be submitted electronically through iworkfornsw.gov.au. All applicants must first register and establish a profile on the iworkfornsw.gov.au website. Upon registration, you will have the option to receive notifications about any future matches to suitable positions. Non electronic applications that are emailed, posted or delivered cannot be accepted.

It is important to ensure your email address is correct as this is the primary contact method. All applications are to be completed and submitted prior to the closing date specified on the advertisement. Late applications will only be accepted in exceptional circumstances.

All advertisements have an automated closing time of 11:59pm on the closing date specified. Please note all enquiries must be made during business hours and it is encouraged that applicants submit their application prior to 5:00pm on the closing date in case of any technical issues.

All required attachments relevant to the application need to be uploaded and submitted when the application is lodged.

TELEPHONE SCREENING

Following submission of your application, you may be contacted by the TAFE Recruitment Team to conduct a telephone screening in relation to your application. You may be asked what your reasons for applying are and other questions in relation to your skills and experience.

INTERVIEW

Should you progress to the interview stage, you will be contacted regarding the time, date and details of the interview. You will be given at least three (3) full working days' notice and should be advised of any other materials or special requirements, including additional assessments.

WORKING WITH CHILDREN CHECK

If you are successful in your application for the role, you are required to obtain a Working with Children Check (WWCC) Clearance as a condition of employment. You must apply for the clearance as issued by the Office of the Children's Guardian (if you do not have a valid check already). For more information, visit the Office of the Children's Guardian website.

NATIONAL CRIMINAL RECORD CHECK

In addition, if you are successful, you will be required to undertake a National Criminal Records Check to determine suitability for employment.
A person who is unwilling to give consent cannot be employed.

It is an offence under the Child Protection (Working with Children) Act 2012 for a prohibited person convicted of a serious sex offence to apply for advertised positions. Relevant Criminal History, Apprehended Violence orders and Prior Employment Checks, including relevant Disciplinary Proceedings, will be conducted on recommended applicants. The purpose of this check is to exclude or deter people who are clearly unsuited to working with children. Please be assured it is not intended to discourage people who are capable of making a worthwhile contribution, but rather, to provide information and understanding to prospective applicants who may perceive the checking process as intrusive or intimidating.

If you are invited to attend an interview, you will be required to send 100 points of certified identification, including some supporting documents. You will be provided with this email address upon your interview invitation.





REFEREES

Referee reports form an important part of the selection process and applicants are required to provide the details of at least two referees with their application. The following information must be included when providing your referee details:

- Current and/or previous position title
- The referee's relationship to you (e.g. direct supervisor, team leader, senior manager within your organisation)
- Contact details, including email and telephone number/s

Please ensure you notify your referees that they have been nominated and that they may be contacted to provide a reference check on your behalf.

Note: Character references will not be accepted.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Equal Employment Opportunity (EEO) is about ensuring that all employees have equal access to the opportunities that are available at work.

Further information is available from the Department of Premier and Cabinet Equal Employment Opportunity Website.

CODE OF CONDUCT

The code of conduct establishes a common understanding of the standards expected of all TAFE NSW employees. It provides a framework to help employees decide on the appropriate course of action when they are faced with an ethical issue.

ABORIGINAL EDUCATION & TRAINING POLICIES

The inclusion of selection criteria relating to Aboriginal Education & Training policies will ensure that applicants for promotion positions are:

- Aware of and committed to policies and strategies relating to Aboriginal people and Aboriginal education; and
- Able to influence, promote and enhance outcomes for Aboriginal students and Aboriginal employees in a direct and supportive manner in collaboration with Aboriginal communities and other partners.

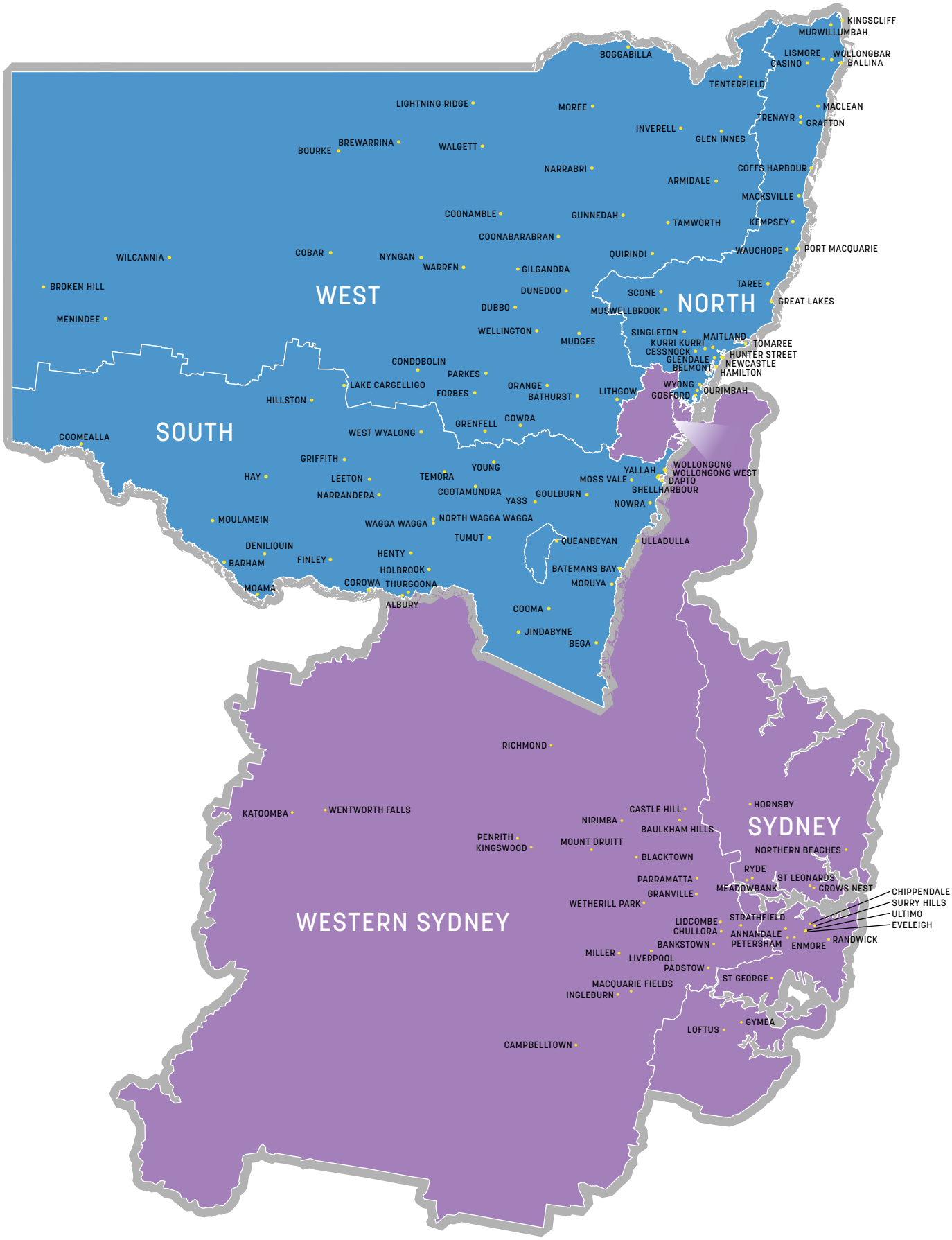
If you require additional information you may email or phone the contact officer listed in the advertisement.

FOR MORE INFORMATION

Visit **tafe.edu.au**

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DELIVERY GROUPS



NOTE: These are both delivery point and campus locations by postcode