

Information Package for Applicants



innovate_educate

Dear Applicant

Thank you for your interest in the advertised employment opportunity within South Western Sydney Institute.

When applying for a job it is important to clearly demonstrate how your skills, knowledge, personal qualities and experience meet the requirements of the position. This usually means addressing the Selection Criteria. In this Package you will find information and tips to assist you in preparing your application.

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Applicants who are not current employees within TAFE NSW MUST have a valid and current Working with Children Check (WWCC) Clearance as a condition of employment. To apply for a WWCC Clearance, visit the Children Guardian's website at <http://www.kids.nsw.gov.au/>.

In addition, your employment will be subject to the Department's National Criminal Records Check to determine your suitability for employment. You must also provide 100 points of identification as per the WWCC Appendix 6 – Proof of Identity. Please note that it is an offence for a person convicted of a serious sex offence to apply for TAFE NSW positions. Relevant screening checks will be conducted on recommended applicants. You must include the names and contact details of two (2) referees, preferably one should be a current supervisor.

The **Approval for Verification of Qualifications** form should also be completed and submitted where the Selection Criteria indicate a requirement for specific qualifications.

If you have any queries about the information contained in this Package please contact Workforce Services on (02) 9609 9249.

South Western Sydney Institute Profile (Local Background)

The South Western Sydney Institute serves an area of 3,742 square kilometres with a population in excess of 1 million. The catchment region of the Institute includes the Local Government Areas (LGAs) of Auburn, Bankstown, Parramatta, Holroyd, Fairfield, Liverpool, Campbelltown, Wollondilly and Camden. While the Institute's primary catchment areas centre on these LGAs, about 21% of its students are drawn from the wider Sydney metropolitan area. These students have selected South Western Sydney Institute because it is close to their work, or to gain access to the many specialist training facilities within the Institute.

There are large industrial centres within this region. The inclusion of Auburn, with its large industrial area adjacent to Granville College, makes this an important catchment area for this Institute. The population of South Western Sydney includes people from a diversity of ethnic backgrounds. These people are more disadvantaged on most socio-economic indices than those residing in other metropolitan regions of Sydney. A large proportion of the student body comes from a non-English speaking background. Over 175 countries and 160 languages are represented among students enrolled in the Institute. Like the community they serve, the staff of the Institute also come from a diversity of ethnic backgrounds.

The Institutes model of operation relies heavily on a team based approach to planning and implementation of all business processes, teaching and learning, and particularly commercial business strategies.

There are nine colleges in the South Western Sydney Institute – Bankstown, Campbelltown, Granville, Lidcombe (Chullora), Liverpool, Macquarie Fields (MBISC), Miller, Padstow and Wetherill Park. All nine colleges are within one hour's drive of one another and are adequately serviced by the public transport system.

The Institute operates as an integrated Faculty, College and Business Development Team. The Faculty Director and Senior Faculty staff work with the College Manager and Training Consultant at each site to provide educational leadership to enable flexibility and responsiveness to the needs of students and customers.

Faculty	Location of Faculty Management Team
Building and Construction	Granville
Business and Finance	Liverpool
Community, Health, Hospitality and Service Skills	Bankstown
Electrotechnology, ICT and Design	Macquarie Fields
Foundation Skills	Padstow
Manufacturing and Transport	Wetherill Park

The NSW Government offers a wide range of challenging jobs — e.g. teachers, nurses, rangers, gardeners, clerks, police, lawyers, scientists and librarians. The NSW Public Sector strives to be representative to better serve our diverse population. As part of the NSW Government's equal employment opportunity policy, employees are selected on merit. This means the person whose skills, knowledge and experience best match the job requirements will be selected. For permanent jobs, you need to be an Australian citizen or permanent resident. For most temporary jobs, you just need a visa which lets you work in Australia.

1. Choose a Job

NSW Government jobs are advertised on the internet at:

- www.jobs.nsw.gov.au

In addition, some jobs are advertised in local, ethnic and Aboriginal newspapers and in disability networks.

2. Get Information

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

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 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.

Read 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.

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.

3. Write Your Application

It is important to prepare a good application as it will be used to decide whether you get an interview or trade test. 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:

- a brief covering letter
- your 'claim for the position' (see below)
- your résumé (see below)
- 100 points proof of ID as per the WWCC Appendix 6 – Proof of Identity
- a completed WWCC Appendix 7: Declaration
- a completed WWCC Appendix 8: CRIMTRAC Form
- a completed *Verification of Qualification* form
- certified copies of your qualifications

Your claim for the position — the most important part of your application

You must include a 'claim for the position' in your application. If not, you are unlikely to get an interview.

You write a claim for the position to show the selection panel that you have the right mix of skills, knowledge and experience to do the job. You need to write a specific claim for each job you apply for in the NSW Public Sector.

Make a separate heading for each selection criterion. For each one, describe your skills, knowledge and experience and show how they could be used in 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 ...'

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.

Your résumé

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).

Relevant Industrial / Commercial Experience

Relevant industrial/commercial experience means that you 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 development in use in that industry, where applicable.

Current Industrial / Commercial Experience

Current industrial/commercial experience means that you 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 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.

Specific information that you should include in your application regarding your 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 that you have and how you obtained them;
- any area of specialist knowledge you may have; and
- where relevant, the kind of technology you used/are familiar with.

You should also provide evidence of any ongoing professional development.

4. 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. For these jobs, the selection panel will assess your qualifications. You may need to get formal recognition of your qualifications before applying for these jobs or provide a statement which shows the Australian equivalent of your qualifications.

For help with this, phone:

- Overseas Skills Advisory Service, ph 8707 9600 or 8293 6966
- National Office of Overseas Skills Recognition (NOOSR), ph 1300 363 079

If you don't have proof of qualifications and it is not possible to get proof, please provide a statutory declaration with details of your qualifications.

When completing your application, please be sure to include the following information with your application:

- Certified copies of all qualifications (degrees, diplomas or Certificates). If these qualifications have been gained from overseas please include English translations:
- A statement of Australian equivalents
- Copies of academic transcripts (originals should be taken to interview)
- Sometimes, it may be enough if you photocopy the page from the Country Education Profile Booklet which shows your qualification.

If you do not include the above information in your application (e.g. English translation and equivalents where relevant), the committee may not be able to adequately assess your claims for the position.

If you are not sure what documents or evidence you may need, ask the inquiries person for the job.

5. Interview and Selection

Selection is usually done by a selection panel which consists of two to three people (this will include male and female panel members). Selection involves:

Shortlisting

The selection panel assesses all applications against the selection criteria. Applicants who best meet the selection criteria will be called for further assessment, usually an interview. In some cases a trade test may also be undertaken as part of the selection process. Where this is the case details will be included in the advertisement or Information Package.

Interview

Applicants should be contacted at least three working days prior to the interview and should be advised who the selection panel members are; the date, time and location of the interview; documents to be produced at interview (proof of identification and original qualifications) and the approximate length of the interview. If this information is not provided, please do not hesitate to ask. 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.

At the interview

The selection panel 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 restate your major strengths, adding anything that has been left out

Referee Checks

Your referees will be contacted if you are one of the recommended applicants for the job. (See page 16 for more information)

6. What Happens Next?

The selection panel submits a complete report to the Human Resources Unit. Compulsory pre-employment checks, including the criminal records check are then conducted on any recommended applicant. Once checks are complete the report is presented to the delegate for approval.

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). Details of 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. Please contact the Workforce Services team on (02) 9609 9249 for further information and to obtain a copy of the Staff Selection Report which relates to your application.

Aboriginal People and Torres Strait Islanders

If you are an Aboriginal person or a Torres Strait Islander, you may also consider:

- sending your details (that is, résumé or CV which includes your qualifications and work history) to the Public Employment Office for matching with available jobs. They keep a database of Aboriginal people seeking employment: ph 9228 3549
- finding out about cadetships offered by some agencies: ph 9228 4444
- finding out about apprenticeships and traineeships offered by some agencies: ph 13 38 73
- finding out about traineeships for Aboriginal people with a disability: ph 133 873
- stating your Aboriginality in your application. This could be helpful if the agency has an Aboriginal employment plan.

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, e.g.:

- 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. For more information, phone 9228 4444.

Apprenticeships and traineeships

Some NSW Government agencies offer apprenticeships and/or traineeships. You will need to apply when they are advertised in the newspaper. For more information contact the Dept of Education and Training on 13 38 73.

Traineeships

Traineeships for people with a disability are offered by some agencies: ph 9248 3540.

Further Information

For more information and useful web site links, see www.eeo.nsw.gov.au

General information

- Government Jobs Line, phone 1800 626 674
- Traineeships or apprenticeships, phone 13 38 73

Aboriginal employment phone 9228 3549

Disability employment phone 9228 4444

Migrant skills & qualifications

- Overseas Skills Advisory Service, Department of Education & Training, phone 8707 9600 or 8293 6966
- Adult Migrant English Service, phone 1800 114 707
- Community Relations Commission, phone 9716 2232
- National Office of Overseas Skills Recognition phone 1300 363 079

Aboriginal Policies Information Resource

(Recommendation 69 of the Aboriginal Education Review)

Inclusion of the additional selection criteria highlights the importance of the Department's goals to improve employment, education, participation and lifelong learning opportunities for Aboriginal people and communities.

It ensures that applicants for promotion positions understand and demonstrate their capacity to implement and support the Department's policies and programs for Aboriginal people.

Objectives of additional selection criteria

The inclusion of the additional selection criteria will ensure that applicants for promotion positions are:

- aware of and committed to the Department's 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.

Implementation of additional selection criteria

In collaboration with internal and external stakeholders the Department's human resource policies and procedures have been amended to include the additional selection criteria for all promotion positions.

Resources to Assist Employment Applicants to Address the Additional Selection Criteria

Aboriginal Education Review

https://www.det.nsw.edu.au/media/downloads/reviews/aboriginaledu/report/aer2003_04.pdf

In partnership with the NSW Aboriginal Education Consultative Group Inc (AECG), the Department conducted a review of Aboriginal Education. The Report of the Review of Aboriginal Education contains comprehensive recommendations to achieve sustainable improvements in education, employment and participation of Aboriginal people.

Aboriginal Human Resource Development Plan 2012-2017

<https://www.det.nsw.edu.au/media/downloads/about-us/how-we-operate/strategies-and-plans/corporate-plans/ahrdp2012-17.pdf>

The Aboriginal Human Resource Development Plan 2012-2017 reaffirms our strong commitment to working in partnership with Aboriginal people and communities to provide more opportunities in education, training and employment. The Department respects and values the cultural heritage and identity of Aboriginal people and we are committed to continually increasing the number of Aboriginal people employed at every level of our organisation. We know that increasing the number of Aboriginal educators is a key factor in Aboriginal student and community engagement and improved educational outcomes for Aboriginal students.

Key Departmental reports, policies and plans designed to support the Department's goals and priorities for Aboriginal students and Aboriginal employees include the following:

Aboriginal Education and Training Policy

https://www.det.nsw.edu.au/policies/students/access_equity/aborig_edu/PD20080385.shtml?level=

The Aboriginal Education and Training Policy defines the Department's commitments in this area in schools, TAFE NSW Institutes and community education settings. It was developed in response to the Aboriginal Education Review 2004, in collaboration with Aboriginal communities and key partners.

The *Aboriginal Education and Training Policy* prioritises: Aboriginal education and training as the core business of all Departmental staff; increasing competencies in Aboriginal cultures for all staff; and, an acceleration and maintenance of the Department's progress in achieving its goal that *'by 2012, Aboriginal student outcomes will match or better outcomes of the broader student population'*.

The Policy focuses on actions to increase knowledge and understanding of Aboriginal Australia for all students and, unlike the former policy, applies to all employees of the Department, outlining specific responsibilities for staff within all public education and training sectors in NSW. Of particular significance is the fact that the Policy mandates *'Aboriginal Cultural Education through professional learning and career development experiences for all staff'*.

Aboriginal Education and Training Strategy 2009 - 2012

https://www.det.nsw.edu.au/media/downloads/strat_direction/aetstrat0912.pdf

The Aboriginal Education and Training Strategy (AETS) was developed as a direct response to recommendations of the Report of the Review of Aboriginal Education. The AETS has been designed to focus the work of schools, colleges, regions, TAFE NSW and state office directorates towards achieving the goal that: By 2012, Aboriginal student outcomes will match or better outcomes of the broader student population.

Additional resources

Making It Our Business – The NSW Aboriginal Employment Action Plan 2009-2012

http://www.dpc.nsw.gov.au/_data/assets/pdf_file/0005/77225/Making_It_Our_Business_The_NSW_Aboriginal_Employment_Action_Plan_2009-2012.pdf

The NSW Aboriginal Employment Action Plan 2009-2012 was launched on 11 December 2009. The Action Plan builds on the successes of the previous Making It Our Business plan (2006-2008). The Action Plan focuses on the three key areas of recruitment, retention and career development. It outlines strategies to address issues related to these areas for Aboriginal people in the NSW public sector. The NSW Government's benchmark of 2% of Aboriginal employment representation across the NSW public sector has been exceeded, the number of Aboriginal people employed is around 2.2%. The NSW Government has set a new target of 2.6% Aboriginal employment within the public sector by 2015.

Contact: For further information please contact the Human Resources Directorate on telephone 02 9561 8273.

Child Protection Policy

As part of the New South Wales Department of Education and Training, South Western Sydney Region is committed to protecting the safety and wellbeing of students against any sexual, physical or emotional abuse.

NSW Department of Education and Training is governed by child protection and employment legislation; therefore, it is our responsibility to ensure that employees and applicants are suitable for child-related positions.

The Legislation

The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence

Employment screening is a formal process of checks to assess a person's suitability to undertake work in a child-related environment. This check involves a national check for relevant criminal records, a check for relevant apprehended violence orders and a check relating to relevant employment proceedings. It also includes a national criminal records check for all convictions vetted in accordance with the *NSW Criminal Records Act 1991*.

Applicants must give their written consent to employment screening by filling out the WWCC Appendix 7: Declaration and WWCC Appendix 8: CRIMTRAC. An applicant who is unwilling to give consent cannot be employed.

A 'prohibited person' is a person convicted of a serious sexual offence. 'Child Related Employment' is defined as any employment that primarily involves contact with children where that contact is not directly supervised.

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.

Structured Referee Checks

In addition to the employment screening and completion of the Prohibited Employment Declaration a structured referee check will also be undertaken.

Applicants are required to nominate two (2) referees, one of whom must be the applicant's most recent supervisor. If the applicant has never been employed, the applicant may provide contact details of persons who are able to provide reliable character references.

Referees will be asked to provide information on the applicant's good character and suitability for work with, or in the presence of, children. The following child protection question will be asked:

To your knowledge is there any aspect of the applicant's behaviour, actions or activities that would make them unsuitable for working with children?