

Information for Prospective Applicants

Thank you for your interest in working with TAFE Gippsland. The information below will assist you in applying for a TAFE Gippsland position and provides details on the conditions you need to meet to become a TAFE Gippsland employee. Please read it carefully before submitting your application.

EMPLOYMENT OPPORTUNITIES

The Institute is fully supportive of the principles of Equal Employment Opportunity (EEO). Employment will be offered and provided based upon merit, ability, and the requirements of the position. TAFE Gippsland has a diverse workforce in terms of cultural backgrounds, demographics, and work experience; we value our people and the specialist skills they have.

HOW TO APPLY

To apply for advertised vacancies at TAFE Gippsland, you will be required to complete an online application form and include/upload the following information:

COVER LETTER

Applicants must upload a cover letter, addressing the key requirements of the role, in the Application Attachment section.

YOUR RESUME

Applicants must upload a recent resume containing contact details, background, work experience, education, skills, achievements, and referees.

WHO CAN BE A REFEREE?

Where possible, a referee should be a contact from a previous employer, ideally your line manager or someone who has held a position of management. A referee will need to have first-hand knowledge of your performance relevant to the key requirements of the role and be able to talk about your strengths and skills and provide examples to demonstrate these. Please provide the name, telephone number, email address, current organisation and working relationship of at least two people who have agreed to act as professional referees. If you reach shortlisting stage, please make sure your referees are aware that they may be called.

Referee checks will be conducted for preferred candidates after the interview stage. TAFE Gippsland reserves the right to contact one or more of the listed referees, as appropriate.

QUALIFICATIONS

Relevant qualifications obtained should be listed and described in the application. For teaching roles, a Certificate IV in Training & Assessment (TAE40116 or equivalent) must be uploaded at application stage, if held, along with copies of vocational qualifications. Shortlisted applicants will be required to present original qualification documents at interview together with one copy of each if copies were not provided at application stage.

TEACHING STAFF

All staff employed to teach, train, assess and/or instruct must hold, as a minimum, a Certificate IV in Training & Assessment (TAE40116 or equivalent) upon commencement or provide evidence that they are undertaking the qualification. For some teaching roles, TAFE Gippsland may be prepared to accept applications from individuals who do not hold the minimum teaching qualification - please refer to the job advertisement for further details in this regard. Teaching staff who are employed without the minimum teaching qualification will be required to successfully complete the Trainer Skills Set (TAESS00014 Enterprise Trainer) prior to commencement, and the full Certificate IV in Training & Assessment within 12 months of commencement.

PRE-SCREENING QUESTIONS

To complete the online application process, you must answer all pre-screening questions, these are mandatory and cannot be left blank.

Information in relation to “Disallowed Persons” is provided below:

Disallowed Persons Definitions

- A **“disallowed person”** means any person or entity that, from on or after 1 January 2011, has at any time been subject to any one of the following actions for Performance Reasons:
 - a VET Funding Contract termination;
 - termination of an Other VET Funding Arrangement;
 - registration cancellation, revocation, or suspension (whether by the VRQA or ASQA); or
 - restrictions imposed on registration (whether by the VRQA or ASQA)
- An **“executive officer”** means:
 - a person, by whatever name called and whether or not a director of the RTO, who is concerned in, or takes part in, the management of the RTO; or
 - if the RTO is a body corporate:
 - a person who, at any time during a period for which the RTO is registered, owns 15% or more of the RTO; or
 - person who, at any time during a period for which the RTO is registered, is entitled to receive 15% or more of dividends paid by the RTO; or
 - an administrator, receiver and manager or liquidator of the RTO; the administrator of a deed of company arrangement executed by the RTO or a trustee or other person administering a compromise or arrangement between the RTO and other person(s).
- A **“high managerial agent”** means an employee or agent of an RTO with duties of such responsibility that your conduct may fairly be assumed to represent the organisation in relation to the business of providing courses.

Please Note: If you answer “Yes” to either Q1 or Q2 Disallowed Persons, you will be contacted by People & Culture to provide further information.

SUBMITTING YOUR APPLICATION

It is recommended that you allow yourself sufficient time to prepare and submit your application. Once the closing time has passed, you will no longer have access to your online application.

PROGRESS OF APPLICATION

You will receive an automatic acknowledgement email when your application has been submitted. Applicants will be advised of the progress of their application as soon as the selection process is completed.

ELIGIBILITY FOR EMPLOYMENT

VOLUNTARY DEPARTURE PACKAGE

TAFE Gippsland is precluded from employing individuals who have accepted a Voluntary Departure Package (VDP) from the Government of Victoria. A 3-year restriction on re-employment in the Victorian public sector applies.

ENTITLEMENT TO WORK

Applicants who are offered a position at TAFE Gippsland will be asked to provide evidence which substantiates their entitlement to work in Australia. One of the following **must** be sighted:

- An Australian Birth Certificate in addition to photographic evidence; or
- An Australian/New Zealand passport; or
- Evidence of permanent residence status; or
- Evidence of a temporary residence status that does not have a “No Work” visa condition;
- An Australian Citizenship Certificate in addition to photographic evidence.

HEALTH DECLARATION

All applicants are required to disclose any pre-existing medical conditions, injury or illness that may affect their capacity to safely perform the work as outlined in the Job Description

NATIONAL POLICE RECORDS CHECK

All appointments within TAFE Gippsland will be subject to obtaining a satisfactory National Police Records Check. TAFE Gippsland accepts checks that have been conducted within the previous twelve months. The successful applicant is responsible for obtaining and paying for this check and renewing every five years.

Many providers can facilitate this service. Please visit <https://www.acic.gov.au/our-services/national-police-checking-service/find-out-more-information/accredited-bodies#accordion-1> for a list of accredited providers.

VICTORIAN WORKING WITH CHILDREN (WWC) CLEARANCE

All appointments within TAFE Gippsland will be subject to obtaining an Employee WWC Clearance. The successful applicant is responsible for obtaining and paying for this check and renewing every five years.

The application form and further information regarding the Victorian WWC Check may be obtained from the Victorian Working with Children Check website at <https://www.workingwithchildren.vic.gov.au/>

Prior to commencing work with the Institute, the successful applicant **must** provide one of the following:

- a valid and current Victorian WWC Check Clearance; or
- an application receipt to show that a WWC Clearance has been applied for; or
- a current Victorian Institute of Teaching (VIT) Registration Card

If you are already a holder of a valid WWC Clearance, you must advise the Department of Justice within 21 days of your change of employment. Information on how to change your employment details can be found on the above website.

Please Note: Information relating to the content of a National Police Records Check and/or Victorian Working with Children Clearance will remain strictly confidential. However, depending on the nature of any convictions, the result of the Clearance may influence the decision to proceed with the appointment.

PROBATIONARY PERIOD

All new employees will need to satisfactorily complete a six-month probationary period; this is a standard condition of employment.

PRIVACY/CONFIDENTIALITY STATEMENT

The information that you provide is treated as personal and sensitive and is collected by TAFE Gippsland for its own purpose. Your personal information will be processed and held in accordance with the *Information Privacy Act 2000* and the Institute's Privacy Statement.

MULTI-CAMPUS INSTITUTE

TAFE Gippsland is a multi-campus Institute. Therefore, while this position may be based at one campus, the incumbent may be required to attend, or work at, other campus locations.

For further information in relation to any of the advertised positions, or for assistance applying online, please contact People & Culture Team at peopleandculture@tafegippsland.edu.au

For more organisational information please visit our website at <https://www.tafegippsland.edu.au/>

Note: TAFE Gippsland reserves the right not to appoint