

# Southern Queensland Institute of TAFE

## APPLICATION GUIDE

*Thank you for your interest in applying for a vacancy with Southern Queensland Institute of TAFE. The following information has been put together to provide you with an overview of the recruitment process. It is based on the Public Service Act 2008 (Qld), the Office of the Public Service Directives, Ministerial Directives and policies of the Department.*

*If you require further information regarding the job you wish to apply for, please liaise directly with the contact person indicated on the Role Description.*

### THE SELECTION PROCESS

The selection process involves a range of selection techniques which can include a structured resume, a written application, interview, practical exercises, work samples, aptitude and ability tests, role plays, structured group and/or individual exercises.

All applicants for TAFE Institute jobs are required to undergo a criminal history check.

#### The Selection Panel

A selection panel, consisting of at least two people, including a chair person will assess your application.

The selection panel will have adequate knowledge of the requirements and outcomes of the job and must select applicants on the basis of merit to ensure that the best possible applicant is selected for the job.

#### The Role Description

This document provides you with information about the job such as the purpose, the key accountabilities, the reporting relationships, any mandatory qualifications or requirements and the selection criteria (referred to as "Am I the right person for the job").

#### Mandatory Requirements

Where required, mandatory levels of qualifications and experience must be specified and met in order for your application to be considered.

#### Application Process

The advertisement will outline the application process. The application process will vary between roles and so applicants **should not assume** that a formal written application addressing the basis for assessment is required.

The selection panel will screen applicants using an appropriate method to develop a shortlist of applicants to be further assessed.



#### The Interview

All interviewees will be asked the same questions which have been developed from the selection criteria to assist the selection panel to assess how well you match the requirements of the position.

It is suggested that you give some thought to the type of questions that might reasonably be asked to ensure your answers accurately reflect your capabilities. Your answers should describe actual situations or tasks in which you have been involved.

#### Other Selection Techniques

The selection panel will choose selection techniques they consider relevant to the job. You may also be asked to provide examples of previous work, or complete a skills test.

#### Referee Checks

Referees of applicants will be contacted during the selection process is complete to verify the information gathered about the applicant's ability to meet the criteria.

This information will be used to supplement the final selection decision. If contact with your current supervisor will cause a problem, please advise panel accordingly.



### AFTER THE SELECTION PROCESS

#### Notification of Appointment

Once the selected applicant has been appointed, both the appointee and all unsuccessful applicants will be notified as soon as possible.

#### Post Selection Feedback

Post selection feedback is available to all applicants upon request. This can be arranged through the chair of the selection panel.

#### Promotion Appeal

The promotion appeal system exists to promote good selection practices. If you are a permanent Queensland Public Sector Employee, appeal rights may exist in relation to promotional appointments.

## ORGANISATIONAL ENVIRONMENT

### Our Vision

To be partner of choice in vocational education and training

### Our Values

- Quality customer service for all
- Excellence in teaching and learning solutions
- Innovative practices
- Recognition of and respect for each other and our stakeholders
- Open communication
- The skills, knowledge, attitude and professional approach of our staff

### Our Purpose

To develop our enterprise and ensure meaningful outcomes for our clients, we will engage skilled, adaptable staff and through highly developed partnerships, strive to deliver quality learning outcomes irrespective of distance, difference and diversity.

### Our Goals

- To provide quality learning solutions to our customers
- To demonstrate excellence in all business practice
- To develop mutually beneficial partnerships
- To build a foundation for sustainable growth through enterprise



## GENERAL INFORMATION

### Probation

An initial 3 or 6 month probationary period may apply if the successful applicant is not an existing permanent employee of the Queensland Public Service.

### Code of Conduct

As public sector officials, Southern Queensland Institute of TAFE employees are bound by the principles of respect for the law and system of government, respect for people, integrity, diligence, and economy and efficiency, which are contained in the Department's Code of Conduct.

### Pay Rates

Appointment will normally be at the minimum pay point of the relevant classification level. However, if you are an external applicant and present a case to the selection panel demonstrating a higher level of skills and knowledge, you may be able to negotiate salary within the classification level.

\*\* This must be done at interview stage.

## Citizenship Requirements

Section 127 (1) of the Public Service Act 2008 states that "A person is eligible to be an officer only if the person is:

- An Australian citizen; or
- A person who resides in Australia and has permission or a right to be granted permission, under Commonwealth law, to remain in Australia indefinitely; or
- A New Zealand citizen who has a special category visa or a right to be granted a special category visa under *Migration Act 1958 (Cwlth)*."

If you do not meet these requirements you cannot be appointed in a permanent capacity with a Queensland Government Department.

## Equal Employment Opportunity

The Department of Education and Training is an Equal Employment Opportunity employer aiming to gain a workforce more representative of the wider community. In communities where an identified EEO group predominates, all efforts will be made to recruit applicants from that target group.

## Smoking

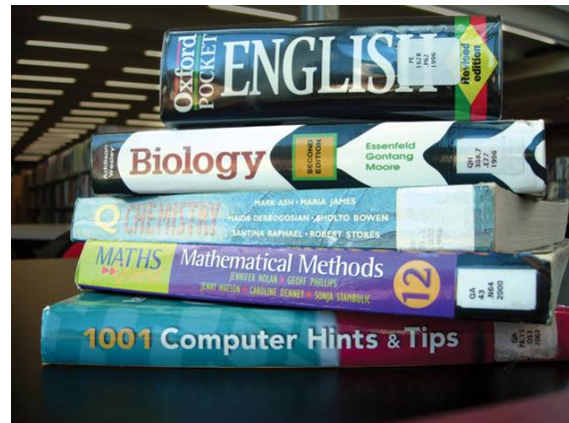
Smoking is prohibited in Queensland State Government buildings, offices and vehicles.

## Tertiary Qualifications

The Department values the enhanced work performance that derives from the expanded knowledge base and skill attainment resulting from formal tertiary training and encourages both its existing and prospective staff to undertake such training.

However, the Department equally acknowledges that such enhanced work performance can be achieved through other learning experiences, including on-the-job training, structured professional development or life experiences.

The Department will assess an applicant's skills, knowledge and abilities against the requirements of the Role Description without prejudice regarding the origin of those skills, knowledge and abilities.



## General Information

- Travel between campuses may be required.
- Some after-hours work may be required.
- The Southern Queensland Institute of TAFE is committed to the multi-skilling of staff; as such performing duties that vary from those stated in the Role Description may be required.

## Financial Competency Statement

The Department of Education and Training is committed to the development of improved financial capability. The expectation is that employees will be aware of their responsibility towards enhancing their current skills base with financial skills development. This will be reviewed annually as part of the formal performance development plan process of the Department.

## Disclosure of Criminal History

Under the Criminal Law (Rehabilitation of Offenders) Act 1986 any applicants for jobs in, or operating out of, TAFE Queensland Institutes are required to disclose their relevant criminal convictions in relation to certain offences. Such a disclosure will not necessarily preclude you from appointment.

Offences required to be disclosed include criminal convictions, whether committed in Queensland or elsewhere, related to:

- Offences of a sexual nature;
- Offences related to drugs misuse;
- Offences against morality;
- Assaults of females; abduction;
- Offences against liberty; or
- Offences relating to marriage and parental rights and duties

as defined in Chapter 22, 32, 33 or 34 of the Criminal Code or Drugs Misuse Act 1986, Part 2. Offences are required to be disclosed by the nominated applicant for the job at the conclusion of the short-listing and interview process. At that stage, the nominated applicant will be asked to complete a Criminal Conviction Declaration Form and provide details of any relevant convictions.

This form must be returned to the chair of the selection panel in a sealed confidential envelope. All nominated applicants (i.e. the most meritorious applicants) will be checked through the Queensland Police Service for any relevant criminal history, regardless of information supplied on the Criminal Conviction Declaration Form.



## LODGING YOUR APPLICATION

The Smart Jobs and Careers website now offers job seekers and applicants the facility to apply for vacancies on-line and track the progress of their application. It also offers the ability to maintain your personal details of registration and withdraw applications on-line.

All applicants are encouraged to utilise the apply on-line facility by visiting the [www.jobs.qld.gov.au](http://www.jobs.qld.gov.au) Smart Jobs and Careers website.

Applications must be received by the closing date shown on the Role Description.

A late application may be considered within reason at the discretion of the chair person.

If you are unable to lodge your application through [www.jobs.qld.gov.au](http://www.jobs.qld.gov.au), please forward to:

Private and Confidential  
Vacancy Processing Officer  
Corporate Services  
Human Resources Branch  
PO Box 943  
TOOWOOMBA QLD 4350

Email: [recruitment.twb@deta.qld.gov.au](mailto:recruitment.twb@deta.qld.gov.au)

*(Job Ad Reference only in subject line)*

Please note any email attachments should be in Microsoft Word or PDF format.

*In an urgent situation, you may fax your application:*  
Fax: (07) 4687 2914

Receipt of applications will be acknowledged by the acknowledgement slip on your Application Coversheet or via an email confirmation.

It is recommended that you include the following information in your written application:

- ✓ A completed Job Application Coversheet for each job for which you are applying
- ✓ Copies of formal qualifications held. NOT ORIGINALS with your application, as we cannot return them to you
- ✓ A Resume or Curriculum Vitae outlining a brief summary of your work experience, including where you have worked and dates, jobs held during your period of employment and major duties performed.
- ✓ The names and contact numbers of at least two referees who could provide an objective assessment of your work performance.

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*The Department of Education and Training collects Applicant Information for the purpose of establishing and maintaining recruitment records. Only authorised departmental officers have access to this information. Your personal information will not be disclosed to any third party without your prior consent or unless authorised or required by law.*

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