

APPLICANT INFORMATION

Lecturing positions

5 May 2010

About Central

Central Institute of Technology (formerly Central TAFE) is one of the largest vocational training providers in Western Australia. With over 25,000 students studying with us each year, including 1300 from overseas, our lecturers deliver training in over 400 nationally recognised courses including:

Business & Management
Finance & Property Services
Science & Resources
Engineering
Building Construction
Art & Design
Media & multimedia
Information Systems
Health
Community Services
Community Learning
Sport & Education
English & International
Tourism & Languages

administration, advertising, human resources, OSH, marketing, PR, conveyancing, accounting, law enforcement, real estate, laboratory science, mining, drilling, surveying, environmental science, GIS, mechanical, civil, structural, electronic, oil & gas, polymers architectural drafting, building surveying, local govt, residential drafting, jewellery, interior design, graphic design, furniture, visual arts, fashion, film, television, radio, communication, animation & gaming development information technology, library systems, programming, software, websites beauty therapy, enrolled nursing, dental, massage, optical children's services, youth work, community services, aged care, Indigenous programs, disabilities programs, general education, sport, fitness, coaching, outdoor recreation, teacher assistant, English as a second language, ELICOS, AUSLAN, world languages, travel and tourism, events management



Central is committed to developing the workforce of the future by providing students with innovative and creative training that meets the changing needs of industry. This means we're proactive, getting out and meeting industry people, providing training in the workplace as well as on campus and keeping up with current workplace trends. As a lecturer at Central there is plenty of variety. You could be working anywhere, even overseas!!

A Great Place to Work

Our staff enjoys a range of benefits which encourage a flexible work/life balance.

Benefits of Working at Central	FLEXIBLE HOURS ARRANGEMENT** Permanent & Contract Lecturers opting for FHA	TRADITIONAL Permanent & Contract Lecturers (not FHA)	CASUAL Lecturers
Career development & Training opportunities	✓	✓	✓
Social Club functions for staff and families	✓	✓	✓
Opportunity to negotiate some 'work from home' hours	✓	✓	✓ Level4
Free confidential counselling for staff and families (Anglicare)	✓	✓	✓
Part time and job share opportunities	✓	✓	n/a
Opportunity to deliver blocks of training overseas	✓	✓	✓
Membership and borrowing rights at Central's libraries	✓	✓	✓
Free Shuttle Bus service between Campuses	✓	✓	✓
Access to Campus Facilities including Gym and Fitness Centre, Massage and Beauty Therapy Clinic	✓	✓	✓
Access to community childcare facilities on Perth campus	✓	✓	✓
Generous Leave Entitlements - Bereavement Leave - paid leave for illness, injury or caring for others - 4 wks Annual Leave per year - 4 wks Professional Allowance Leave per year - 13 wks Long Service Leave after 7yrs continuous service - 14 wks paid Parental Leave for eligible staff - Access to Deferred Salary Scheme - Access to Study Leave for approved courses - Leave Trading (buy extra leave for 2% salary per 1 week OR trade in 1 week of leave for 2% salary)	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ n/a	✓ n/a n/a n/a n/a n/a n/a n/a n/a n/a
Salary packaging available with a choice of providers	✓	✓	n/a
Competitive Salary Structure (see tables below)	✓	✓	✓
5% salary bonus per annum for opting to work under the Flexible Hours Arrangement **	✓	option to consider	n/a

** see below for more information on the optional Flexible Hours Arrangement (FHA)

The Role of a Lecturer

We've all felt the effects of a changing and competitive labour market in recent years. Central Institute of Technology is committed to being responsive to the needs of industry and being there to

help train the workforce for the future. We're also creative about how we work and are prepared to work differently so we can meet the needs of our students and their employers. That means we're getting out a lot more into workplaces and industry, building relationships and training people on the job, so they're job ready with the skills that industry needs.

As a Central Lecturer, you won't necessarily be standing in a classroom teaching all week - you'll have a range of duties. The training market is changing and we're committed to changing along with it so we remain relevant and flexible to the workforce we're equipping.

As a lecturer, you'll be training groups of students either on campus in the classroom, or in their workplace, passing on your knowledge and experience and guiding them towards their career goals. If you're delivering training on one of our campuses, you'll work in a team of lecturers and be given a guide which sets out the topics you'll cover in each class or workshop. You could also be asked to visit various industries and workplaces, train small groups, assess people on the job, develop materials and courses – there is a variety of opportunities available as a Lecturer.

Whether you work predominantly on-campus or off-campus, you'll work with your students to motivate and encourage them. It's about demonstrating and engaging people in the learning process and passing on your experience to them. You'll have plenty of support along the way and we'll help you to develop professionally as well.

Lecturer Qualifications

You don't need a formal teaching or training qualification before you can get started as a Lecturer. We will give you some basic training when you start with us. Initially, we're interested in your industry knowledge and expertise. Ideally, you'll have a range of current and practical experience in your industry and would like to pass on your knowledge to our students.

Your Induction to Central starts with a short training course which will set you up with the basics for lecturing. It is a structured program where you'll cover what you need to know to get started and you'll meet other new lecturers too. It is a great course run by very experienced lecturers and workplace trainers who can answer any questions you might have. You'll benefit from their experience and will gain confidence in your skills.

As a lecturer with Central Institute of Technology, it's important to be skilled in your area of expertise and be able to communicate information clearly and effectively to your students.

You'll need to complete the *Certificate IV in Training and Assessment* (TAA) within two years of starting work with us. It is not necessary to have this before you start and even if you already have

an education degree or specialist training qualifications, you'll still need to complete the Certificate IV in TAA – it is the industry standard for Lecturers. Central can help you out here. The course is offered in several short clusters or 'blocks' at the East Perth campus and there are intakes throughout the year. To help you complete the qualification, you can undertake the course during work time and be released from your duties to complete your studies. You can also choose to complete the same course with another registered training provider if you wish.

Conditions of Employment

ALL lecturers employed by Central Institute of Technology (whether casual, contract or permanent), must undergo criminal history checks as a condition of employment. These include the DET Criminal History Check and the Working With Children Check. You must apply for (or provide) these clearances **before** starting work with Central.

At present, the cost of the Working With Children Check is reimbursed once you're appointed. Please note that no other criminal history checks or clearances from other government agencies are valid (including the National Police Check).

Lecturer Salaries

Our Lecturers are amongst the highest paid in Australia after negotiating the new WATAFE Lecturers' General Agreement, registered in 2009. New Lecturers generally commence on salary **Grade 1 or 2**, depending on experience and qualifications. Please see the table below for current salary details for permanent and contract Lecturers (not FHA)

Schedule G – WATAFE Lecturers' General Agreement 2008 (non-FHA)

Lecturer (not FHA**)	Salary for Lecturers from 5Mar2010	4% increase for all lecturers on 3Sept2010
Grade 1	57 728	60 037
Grade 2	60 199	62 607
Grade 3	62 776	65 287
Grade 4	65 162	67 768
Grade 5	67 638	70 344
Grade 6	70 208	73 016
Grade 7	72 876	75 791
Grade 8	75 645	78 671
Grade 9	78 521	81 662
ASL1	81 504	84 764
ASL2	84 601	87 985
Principal Lecturer	87 816	91 329

****Flexible Hours Arrangement (FHA)**

To remain competitive in the training market and be more responsive to the needs of employers and students, Central Institute of Technology offers lecturers the opportunity to work flexibly with industry

and workplaces. As an incentive to working differently and flexibly, lecturers who opt for the Flexible Hours Arrangement (FHA) will receive an extra 5% annual salary (refer to table below). It is your decision whether you opt for the FHA and is not a condition of employment for any lecturing role. Please contact the manager of the teaching area to discuss the range of activities you may be offered if you opt to undertake the FHA.

Schedule H – WATAFE Lecturers' General Agreement 2008 – FHA – FLEXIBLE HOURS ARRANGEMENT

Lecturer opting for Flexible Hours Arrangement (FHA)	Salary for FHA Lecturers from 5Mar2010 Inc 5% FHA	4% increase for all lecturers on 3Sept2010 +5% FHA
Grade 1	60 614	63 039
Grade 2	63 209	65 737
Grade 3	65 915	68 551
Grade 4	68 420	71 157
Grade 5	71 020	73 861
Grade 6	73 718	76 667
Grade 7	76 520	79 581
Grade 8	79 427	82 604
Grade 9	82 447	85 745
ASL1	85 579	89 002
ASL2	88 831	92 384
Principal Lecturer	92 207	95 895

Lecturer Salaries - CASUAL

Casual Lecturers are employed by the hour and are entitled solely to the casual hourly rate of pay (as indicated below) for each hour of lecturing worked. The hourly rate of pay for casual lecturers is much higher than our contract and permanent staff. The higher rate includes a loading which recognises that you need to perform activities related to your classroom delivery (like preparation, marking etc), plus a loading in lieu of the leave and allowances that apply to permanent and contract staff only.

Schedule I – WATAFE Lecturers' General Agreement 2008 (pay rates depend on the level of qualification you deliver/support.)

Type and Level of Casual Work	Hourly pay rate from 5 Mar 2010	Hourly pay rate after 3 Sep 2010 increase (4%)
LEVEL ONE Lecturing & Delivery of <ul style="list-style-type: none"> ACE courses & Adult Education 	40.26/hr	41.87/hr
LEVEL TWO Lecturing & Delivery of AQF qualifications <ul style="list-style-type: none"> Certificate I, II, III 	62.26/hr	64.75/hr
LEVEL THREE Lecturing & Delivery of AQF qualifications <ul style="list-style-type: none"> Certificate IV and above Diploma and above 	71.90/hr	74.78/hr
LEVEL FOUR Professional Activities related to AQF quals <ul style="list-style-type: none"> Cert I, II, III & IV and above Diploma and above 	47.14/hr	49.03/hr

The Application Process

Open to everyone

Central Institute of Technology offers a variety of career and employment opportunities. We're keen to develop a diverse staff to cater to our diverse student population and we welcome applications from Aboriginal and Torres Strait Islander people, young people, women, people with disabilities and people with culturally and linguistically diverse backgrounds. Please let us know during the application process if we can assist you in any way.

Advertising

Central Institute of Technology is a government agency and advertises vacant positions on the Western Australian Jobs Board Website at www.jobs.wa.gov.au. Please check the website regularly and apply for any job opportunities you consider appropriate to your qualifications, experience and area of interest. All vacancies are advertised on the JobsWA site and some are also advertised in newspapers and other media.

About the Job

To find out more about the job, refer to the advert and download the Position Description attached to the Job Advertisement. If you have any questions about the job or requirements, please phone the 'contact person' listed on the job advert for more details.

Closing date

Check the closing date and time on the Job Advertisement carefully. To be fair to everyone who applies, late applications are **not** accepted. It is your responsibility to submit your application before the published closing time.

Your Application and Resume (CV)

The selection panel will assess your written application carefully. It is really important to give them all the important information they need to get a complete understanding of your experience and skills. You *don't* need to include written references, letters, certificates or copies of qualifications but it is a good idea to brush up your resume and tailor it to this specific job. Here are some tips:

- **Read the Job Advertisement and download the Position Description.**

If you've got questions, call the "contact person" listed in the Job Advert for more details about the position.

- **Update your Resume (CV) to include relevant info for this job.**

For Lecturing positions, remember to include any relevant teaching or training experience clearly; whether you've been teaching people in a class, in small groups, on the job, in the office, club or workshop.

- **Include your relevant industry and work experience**

Outline your work history, the positions you've held and any major responsibilities or tasks that you did. This gives us a good idea of the range of skills you have and subjects you'll be able to teach.

- **List any formal qualifications or studies you've undertaken**

You don't need to send us copies just yet!! These might include relevant industry qualifications, trades, certificates, or any teaching or training studies.

- **List your Referees**

Make sure you include the contact details for **two** professional referees, including a recent manager or supervisor who can comment on your suitability for the role.

- **Prepare written examples for each of the Fundamental Requirements**

These are sometimes called "Selection Criteria" and there will be directions in the Job Advert that indicate what information you need to provide. This is where you can give some specific information about your skills and experience for the job. For each criterion, write about a particular situation you've been involved in or worked on; outline what action you took and the work you did; then tell us about the outcome or impact of your work. It's a structured way of demonstrating clearly to the panel how you're able to use your skills and experience and how you might be able to transfer this knowledge into a lecturing context.

Please note: addressing the selection criteria is not compulsory!! So, if you feel your CV is comprehensive and clearly demonstrates to the panel that you meet the fundamental requirements for the role, you might choose not to include written info about the selection criteria. The panel will assess your suitability for the job role based on the written information you provide.

Help with your Application

Follow the links here for more information about preparing your application:

- **Information about the specific role at Central:**

Phone the Chairperson or Contact Person listed on the Lecturer Job Advertisement.

- **Application Tips for Govt Jobs from JobsWA:**

<http://www.jobs.wa.gov.au/application/hints.htm>

- **Examples of Cover Letters, Resumes, CVs, and Selection Criteria – visit Seek.com**

<http://www.seek.com.au/career-resources/get-your-dream-job/>

- **Information about the Govt Recruitment Process:**

<http://www.jobs.wa.gov.au/application/recruitment.htm>

Lodging your Application

Central Institute of Technology **only** accepts job applications that are lodged online. To apply for any positions at Central, you must visit the JobsWA website www.jobs.wa.gov.au .

Once you've searched for the vacancy, read the advert and prepared your application, click on the

“Apply Now” button at the bottom of the Advert to lodge your application for the role.

This is an automated system that registers your information. Please ensure you include a current and reliable email address as all correspondence will be conducted via the email address you provide.

If you are not sure what to do or you experience difficulties with the online system, please phone our Recruitment Team on **(08) 9264 8385** during office hours and they will assist you.

Selection Process

The selection panel will meet and assess all written applications after the closing date and select a short-list of the most competitive applicants for further consideration.

The panel conducts further assessments which may include interviews, presentations, referee checks or other activities to find the most suitable applicant for the position.

The process can take some weeks to complete depending on the number of applications to be assessed and the availability of all the panel members. It may be a number of weeks before you're contacted or notified of the outcome of the process. If you'd like to check on the progress, or would like feedback on your application, please phone the "Contact Person" listed on the job advertisement.

Public Sector Standards - Breach Claims

Central Institute of Technology utilises a Four Day Breach Claim Period for the Recruitment, Selection and Appointment Standard (RSA). You will receive more information in your correspondence during the selection process. The Public Sector Standards in Human Resource Management (the Standards) set out the minimum standards required of all Western Australian Public Sector bodies and employees. The Standards may be viewed at Office of the Public Sector Standards Commissioner's website at www.opssc.wa.gov.au. The site provides information about the Breach Claim process for the Recruitment, Selection and Appointment Process and how an aggrieved applicant can lodge a "Breach of Standard claim, as well as general information about how a claim can be managed. The *Review Guide* provides information about the review process and what the claimant may expect to occur if a review of the Recruitment Process is undertaken. If at any time you feel your application is not being dealt with fairly, you are encouraged to discuss your concerns with the Chairperson or Contact person. For further advice on lodging a Breach claim, please contact the Recruitment Team on **9264 8385**.

For more about us, visit us at www.central.wa.edu.au