



About North Regional TAFE

At North Regional TAFE we want to see businesses and communities thrive. Our mission is to provide access to lifelong, flexible and high-quality learning pathways for individuals, industry and communities that facilitate real employment outcomes. To succeed in this, it is vital we have a strong team of employees focused on putting the student at the centre of everything we do.

A rewarding and challenging career is awaiting you at North Regional TAFE!

Our Actions

The TAFE's values and Code of Conduct Principles are embedded in all day to day operations and govern the behaviour of employees.

What are North Regional TAFE's Values?

"Respect and Integrity through Professionalism and Teamwork"



Code of Conduct Principles

Principle 1: We value The TAFE's reputation and act in the best interest of both the public and The TAFE.

Principle 2: We act with honesty and integrity.

Principle 3: We act in an open, transparent and accountable manner and commit to using public resources responsibly.

Principle 4: We commit to ensuring a healthy and safe workplace.

Principle 5: We act with integrity and treat others with respect, courtesy and fairness.

Principle 6: We respect and maintain privacy and confidentiality.

Connect with Us

Website: <https://www.northregionaltafe.wa.edu.au/>

Facebook: <https://www.facebook.com/NorthRegionalTAFE/>

Eligibility to Apply

Please ensure you refer to the Other Conditions and Eligibility of the job advertisement, particularly the following:

In order to be considered for a permanent position, you must be an Australian citizen, Australian resident, or be a New Zealand citizen with unrestricted working rights. In order to be considered for a fixed-term contract position, you must fit into one of the categories listed above, or be a temporary resident with a valid working visa.

Nationally Coordinated Criminal History Check

North Regional TAFE requires all employees to consent to the Department of Education's Nationally Coordinated Criminal History Check (NCCHC).

All prospective employees must provide evidence of an application or a clearance stating a Screening Clearance Number (SCN) before commencing employment with NRT.

Working with Children (WWC) Check

A WWC Check is required by a person if they engage in certain paid or unpaid work with children, described as 'child-related work' under the WWC Act.

All Lecturing positions and select non-lecturing positions are required to obtain a WWC. If you require further information please contact hr@nrtafe.wa.edu.au.

How to Apply for the Job

Application Requirements

The Application Requirements will be listed in the 'How to Apply' section of the job advertisement.

To apply for a vacancy, applicants may be required to provide the following:

Curriculum Vitae (CV);

Your CV should be current and outline your employment history and qualifications. For each position occupied, it is recommended you highlight specific roles or responsibilities you've completed that relates to the advertised vacancy. You can also highlight training and development sessions, and any skills or experience which relate specifically to the vacancy. Although there is no specific length required for your CV, it is recommended that you limit this to between three and five pages.

Covering Letter;

A 'Covering Letter', should provide an overview of your experience, skills and abilities in relation to the position. As a guide, your covering letter should be approximately one to two pages in length.

Details for at least two referees;

You will be asked to provide the contact details of two professional referees. Please ensure that:

- one of the referees nominated is your current supervisor;
- you include the name, address, phone number and email contact details for each referee; and

We recommend that you advise your referees that they may be contacted, and provide them with the details of the vacancy. Referee comments may be used by Selection Panels to validate any claims.

Selection Criteria

A written application addressing the selection criteria outlined in the attached Job Description Form (if required);

Create a separate document listing all of the selection criteria.

Highlight key words in the selection criteria and think about how your values, knowledge, skills and experience demonstrate your ability to meet the requirement.

One way of addressing the selection criteria is the **STAR** method. For each selection criteria provide an example providing the following details:

S - Situation – Background to provide context.

T - Task or Target – Specifics of the major tasks required. Think of the what, when and where.

A - Action or Approach – What did you do to resolve the situation or complete the task. Think the knowledge, skills and behaviours/values you utilised to complete the task.

R - Result – Outcome, what happened?

Qualifications

Please ensure that you attach certified copies of relevant tertiary/industry/trade qualification(s) and/or any required licence(s) necessary to perform the role as determined by the College.

Where an applicant is deemed suitable for the position the College will seek to verify documents provided by the applicant with the issuer of the qualification/licence/registration.

Always refer to the advertisement, or if in doubt, contact the panel for specific position requirements.
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Applying Online

Applications must be submitted online via the WA Government jobs board www.jobs.wa.gov.au

One of the features of the job board is the ability to create your own profile, which you can use to store your details and any attachments so that you can use them each time you apply for a vacancy. It also allows you to create an email alert that will notify you when a vacancy matching your search criteria is advertised, as well as view any application you are currently working on or have submitted.

Further information on how to apply online, set up a user profile and email alert, is available via www.iobs.wa.gov.au/tips-using-search.

Submitting your Application

You can apply online by clicking on the 'Apply for Job' button at the top or bottom of the advertisement.

If you have not created a profile, we recommended that you have all of your information, referee information and any documentation requested (e.g. CV and covering letter) ready to attach, prior to clicking on the 'Apply for Job' button. You will be asked to enter all information & attach your documents. Allow yourself enough time to complete this process.

When applying online you can attach up to 8MB in documents of MS Word, MS Excel, Adobe PDF, JPEG or GIF formats. Once you have applied for a vacancy online, you will receive:

- An online receipt indicating the date and time that your application was submitted; and
- An email confirming that your application has been received.

If you do not receive either of the above, or if you have attempted to apply online and experienced technical difficulties, prior to the advertisement closing, please call:

TSES Recruitment on (08) 9203 3735 or NRT Human Resources (08) 9159 6770.

Closing Date

Advertisements for vacant positions are governed by State legislation including the Public Sector Management Act 1994. The closing time and date is specified in the advertisement.

UNDER NO CIRCUMSTANCES CAN PROFORMA, EMAILED OR LATE APPLICATIONS BE ACCEPTED.

We strongly recommended that you start your application submission early to ensure you have enough time to answer the questions and attach the appropriate documents prior to the closing time & date.

The Selection Process

The shortlisting and selection process begins after the closing date for applications. Members of the selection panel will assess each application and agree on a shortlist of the most competitive applicants.

The panel will also decide on the method of selection that will be used to gather information about your suitability which may involve one or more of the following:

- Interview
- Work-based tasks
- A presentation
- Referee reports
- Other selection tools

At the completion of the selection process, the panel will prepare a report outlining how applicants were assessed and provide a selection recommendation. Once a decision has been reached, all applicants will receive written notification via email of the outcome offering the opportunity to ask for feedback.

When you have been advised of the result of your application, you are encouraged to seek feedback from the panel chair. This information may be beneficial to you for future job opportunity applications.

Good luck with your application!