

# Advanced Graduate Program application fact sheet

Use this information to help you complete your written application and to find out more about the Advanced Graduate Program interview and selection process.

To find out about the benefits you can receive as an advanced graduate, visit our [website](#).

## Overview of the application process

The application process includes:

- stage 1, which is a written application
- stage 2, in which you participate in a short online interview.

If your application is successful, you will receive Advanced Graduate Program (AGP) status.

You will not receive any of the benefits associated with the program until you have graduated. You must also be contracted to a teaching position in a public school for a period of 6 months at a minimum of 0.8 FTE (four days per week) before you can access the benefits. You are encouraged to take on shorter contracts if one is offered to you, noting that you will receive 'back pay' and other benefits if the contract is extended to 6 months or longer. You can also meet the 6 month criteria across multiple contracts.

## Stage 1

### Written application

Submit your written application online, via the *JobsWA* advertisement. Your written application needs to include:

- evidence of high academic achievement across coursework and professional practice (for example, academic transcripts, professional experience reports)
- the names and contact details of 2 referees, with one of these being the person who performed the role of school-based supervisor during professional experience(s).
- a cover letter.

Make sure you have electronic copies of each document you want to upload ready before you start the application process.

You can make changes to these documents or upload new versions at any time while the application window is open.

### Course work evidence

You will need to submit evidence of above-average academic achievement from your university. You will need to upload up-to-date academic transcripts. As a minimum, the transcripts need to include the courses you studied over the last 2 semesters. Web printouts are acceptable.

Your transcripts must include:

- your name
- university name
- course name
- units completed
- current enrolment, course completion or conferral date

If you have completed your course, you must upload a final academic transcript that identifies:

- your course of study
- copies of undergraduate degrees
- any postgraduate qualifications (if applicable).

### **Professional experience**

Upload evidence of high achievement in your most recent professional experience, which was for a period of more than 5 weeks. We encourage you to upload copies of supervisor reports and comments where possible.

If your academic transcript only includes a pass or fail rating, you must upload additional information. This is because the assessment panel will need the details to identify you as a high achiever. Your referee report will also help us to assess your overall professional experience rating.

### **Referee reports**

Provide the names of 2 referees, who can comment on the skills, abilities and claims in your application. Make sure at least one referee was a school-based supervisor or mentor to you.

It is courteous to seek permission from a referee before you nominate them. The Department of Education will send your referees the AGP referee report form to complete and send back to us. Please advise your referees that the Department of Education will contact them.

### **The cover letter**

The cover letter will provide an opportunity for you to project yourself into the role of a regional graduate teacher. We recommend you keep the cover letter to 1 page in length.

Use the letter to tell the panel a little bit about yourself, and consider including:

- information about your approach to teaching and learning, including reflections on what you have achieved in your professional experiences
- the skills you use to build and maintain effective relationships with students and a school community
- the reasons you would like to teach in a regional school.

## **Stage 2**

### **Online Interview**

Applicants will be invited to participate in an online interview if deemed competitive after their written application is assessed by a panel.

Competitive applicants will be invited to participate in a one-way video interview using *Vieple* after they submit their initial application.

Invitations will be emailed to applicants and will include information about how to complete the interview along with the questions that need to be addressed. This format provides

applicants with time to prepare a high-level response and will assist them to pace their interview. Notes can be referred to during the interview.

Each applicant will be given a 3-day window to complete the interview, with at least one week's notice of their scheduled time. Applicants will be sent a link and unique login details via email, that directs them to the *Vieple* platform.

Applicants must manage their own time throughout the interview. The interview will be recorded via *Vieple*. There will be no other people present during the interview.

A panel will assess the interview.

The Program Manager will write to all applicants within 10 days of them undertaking the interview to advise of the outcome.

### **Assistance with your application**

Please contact the Department of Education's recruitment team on 9264 4127 if you require assistance with uploading your application.

If you require any other advice about the program that cannot be found by visiting [Advanced Graduate Program](#), JobsWA advertisement or other source, please call our Teach in WA team on 9264 4412 (option 2).