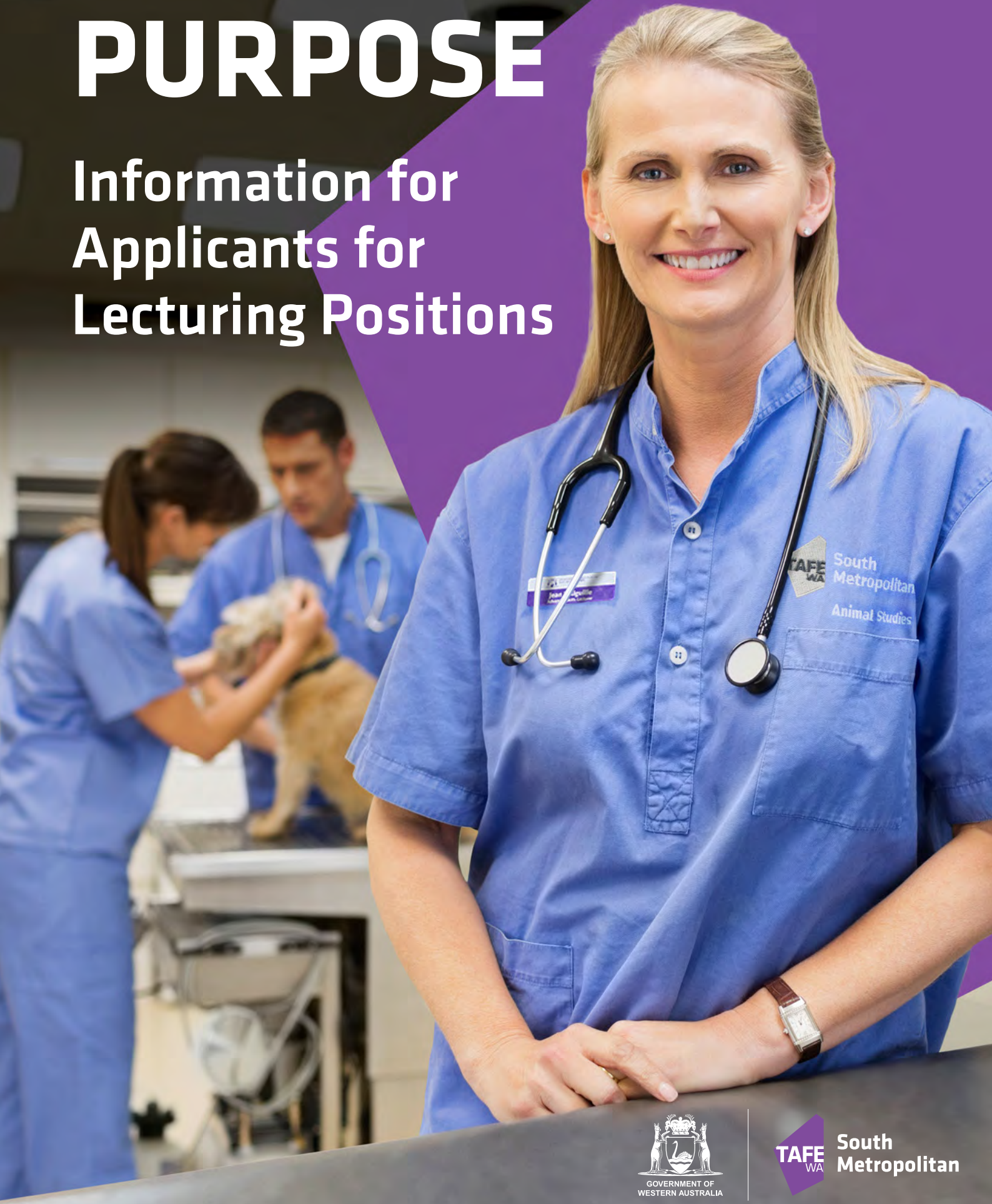


# WORK FOR PURPOSE

Information for Applicants for Lecturing Positions



GOVERNMENT OF  
WESTERN AUSTRALIA



South  
Metropolitan



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# About us

**South Metropolitan TAFE (SM TAFE) is one of Western Australia's most diverse training providers with major campuses in Bentley, Carlisle, Fremantle, Murdoch, Rockingham, Thornlie, and Mandurah. We offer more than 300 qualifications, from foundation courses to apprenticeships and traineeships, to diplomas and skill sets. We have over 1,400 staff and 25,000 students across our Perth campuses, and more students internationally.**

## Our purpose

**We provide students with skills to enable employment and career development.**

We do this by:

- providing students with high quality training services that prepare them for pathways to employment;
- providing students with pathways to further education and training opportunities that can launch and extend their careers; and
- helping industry and our employers grow and create the workforce of the future; strengthening our communities by enabling life-long learning opportunities for all.

## Our vision

**SM TAFE is fast becoming recognised as a national leader in providing skills for employment and career development.**

Our vision ensures we aspire to create futures for individuals by:

- preparing them for jobs or supporting further learning to develop their careers;
- creating future workforces for industry and employers – through helping them to employ skilled staff or upskill their existing workforce; and
- creating strong futures for our communities.

## Equity and diversity

### Our staff

We employ staff based on merit across more than 45 industries.

### Our promise

We're committed to equal employment opportunity and diversity, where the rights of individuals are upheld, and everyone is treated with respect, fairness, equity and dignity.

We promote a workplace which is free from discrimination, harassment, victimisation, and bullying.

Aboriginal and Torres Strait Islander people are encouraged to apply.





# Why work at SM TAFE?

## Our benefits

At SM TAFE, we know that one of the keys to our success is our employees. In recognition of their value, we offer the following benefits:

- Salary packaging / sacrifice facility
- 11% employer super contribution
- 13 weeks paid long service leave after seven years
- 15 days personal leave
- Four weeks annual leave
- Four weeks professional leave
- Paid parental leave – 14 weeks
- Cultural and ceremonial leave
- Repealed public holiday
- Deferred salary scheme
- Family-friendly workplace with designated leave periods for most lecturing roles closely aligning to Western Australian State Schools.

## Learning and development

We support and promote career enhancement and upskilling through facilitating specialised, professional and flexi-training from foundation studies to leadership and offer flexible delivery modes.

## Health and wellbeing

We provide a range of wellness initiatives to promote health and wellbeing in the workplace and at home, including a corporate fitness membership for you and your family!

## Employee Assistance Program

Our Employee Assistance Program provider PeopleSense is available to support all of our valued employees and their immediate families. They provide a professional, confidential and free counselling service which can be accessed across several locations within the metropolitan area.

# Eligibility for employment

**Public Sector employees who have accepted a voluntary severance are not eligible for appointment up to the re-entry date stated on their deed of severance.**

## Eligibility evidence to work in Australia

Applicants must provide evidence of eligibility to work in Australia for the duration of their appointment.

**For permanent appointments, applicants must provide evidence of:**

- Australian Citizenship or permanent residency status in Australia; or
- Special Category Visa with unrestricted stay and work rights for New Zealand citizens.

**For fixed term appointments, applicants must provide evidence of:**

- Australian Citizenship or permanent residency status in Australia; or
- entitlement to live and work in Australia for the duration of the fixed-term appointment (i.e. a working visa).

## Employment checks

In line with SM TAFE Policy, all appointments are subject to a Department of Education Nationally Coordinated Criminal History Check.

All employees in child-related work at SM TAFE are required to obtain a clearance via a Working with Children Check (WWCC). SM TAFE will reimburse the cost of the initial WWCC and all future renewals.

## Certificate IV in Training and Assessment

In accordance with the Standards for Registered Training Organisations (RTOs) 2015, lecturers are required to have a Certificate IV in Training and Assessment (or higher recognised teaching qualification). Applicants without this qualification are still eligible to apply, but must obtain it within two years of commencement. SM TAFE will provide up to 160 hours reduction in teaching duties to assist in the attainment of the qualification.

Further information is available in clause 86 – Training and Lecturing Qualifications and clause 31 – Progression of the *Western Australian TAFE Lecturers' General Agreement 2021 (the General Agreement)*.





# Recruitment methods

## Single vacancy

Single vacancy recruitment processes are utilised to fill a single vacancy at SM TAFE. Applicants deemed suitable but not recommended in a single vacancy process may be offered employment to other similar vacancies, should they arise, for a period of 12 months from the initial appointment.

## Recruitment pool

Recruitment pool processes are used to create a pool of suitable applicants who are available for appointment to positions that arise for the duration of the pool process. Recruitment pools are used in situations where multiple vacancies are anticipated to be filled for the duration of the pool process. Being deemed suitable in a pool process is not a guarantee of employment.





## How to apply

**Be sure to leave enough time to complete all of the steps before applying to the job advertisement. Please note, applications must be received prior to the closing time. For example, if the advertisement closes at 4:00pm, applications received at or after 4:00pm will not be accepted.**

If you have any access needs that may require adjustments to the application or interview process, including alternate methods of communication, please email: [peopleandculture@smtafe.wa.edu.au](mailto:peopleandculture@smtafe.wa.edu.au).

Resources to help you with your application can be accessed via Jobs and Skills WA.



# Step 1

## Write your application

Review the information contained within the advertisement and attached Job Description Form (JDF) to assess your suitability for the role. Make a note of the closing date and time and ensure your application is received in full prior to this time.

Most SM TAFE job advertisements will require one or both of the following:

- current resume
- statement of claims in response to the selection criteria
- names and contact details of two recent referees.

### A current resume

Your current resume should include:

- personal contact details, including your email address
- education and training history, including qualifications you have which are relevant to the role
- paid and unpaid work history, including community and volunteering roles which are relevant to the role.

## Statement of claims in response to the selection criteria

### Minimum qualifications

- Relevant Tertiary/Industry/Trade Qualification and/or any required license or registration necessary to perform the position as determined by the College.
- It is preferred that applicants already possess a Certificate IV in Training and Assessment (or higher recognised teaching qualification) or can demonstrate progression towards the Certificate IV in Training and Assessment. However, applicants without the above are still eligible to apply but must obtain the Certificate IV in Training and Assessment consistent with the provisions of Clause 86 Training and Lecturing Qualifications and Clause 31 Progression of the General Agreement.

### Essential

1. Current technical knowledge and competencies in the industrial vocation or professional field relevant to this position.
2. At least 5 years of vocational or lecturing experience relevant to the industrial vocation or professional field relevant to this position.
3. Well-developed written and verbal communication skills.
4. Well-developed organisational skills, including the ability to work in a team environment.
5. Demonstrated ability to facilitate and encourage learning using several modes of delivery.

6. Demonstrated initiative and self-motivation.
7. Ability to demonstrate an understanding of Equal Opportunity principles and develop appropriate strategies to incorporate these into the learning environment.
8. Understanding of and experience using information technology (e.g. word processing, internet, and spreadsheets).

The selection criteria is a list of the skills, knowledge and work experience you need to get the job. These are found on the JDF attached to the advertisement.

Your application will be assessed against your ability to meet the selection criteria. Some advertisements require only certain selection criteria to be answered, so it is recommended you read the job advertisement thoroughly before commencing your application.

You will need to provide examples to show your ability to meet each selection criteria. These examples are recommended to be from your working history, however, could also be from your education or community experience. There is no required format for responding to selection criteria, however, the Situation-Action-Outcome (SAO) technique is recommended.

## Step 2

### Shortlisting

Applications are assessed by a selection panel. The panel will assess all applications based on the submitted documentation. The panel will shortlist the most competitive applicants, who will be contacted by phone and/or email to advise of further assessment.

## Step 3

### Further assessment

The selection panel will use a range of methods to conduct further assessment of applicant suitability, including but not limited to formal interviews and reference checks. Should you be contacted for an interview you will be provided with a date, time and location for your interview, as well as any additional information relevant to the interview.





## Step 4

### Outcome notification

The selection panel will consider all information from the process to determine which applicant (or applicants in a pool process) best meet the job requirements.

All applicants will receive an outcome notification of the decision, identifying if they are recommended, suitable but not recommended, or, not suitable. Applicants will also be advised of the Breach of Standards process. Further information regarding Breach of Standard Claims can be located on the Public Sector Commission website.

Outcome notifications will include contact information for applicants seeking feedback. All applicants are encouraged to seek feedback on their application, regardless of their outcome.

## Step 5

### Offer of employment

Once the breach period has been finalised, the successful applicant will be contacted to confirm their recommendation, and a formal offer will be sent to the applicant via email. This offer will include a list of documents required before commencement, including identification, and evidence of a Nationally Coordinated Criminal History Check and a Working With Children Clearance.

Applicants who accept an offer of employment will be required to provide all new starter documents prior to their commencement.





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