TAKE QUEENSLAND

INFORMATION FOR APPLICANTS

Making Great Happen with TAFE QUEENSLAND
Thank you for your interest in working with us

This information package has been developed to inform potential applicants about the recruitment and selection process and other TAFE Queensland employment information. Information is provided to assist you to apply for a job with TAFE Queensland and to prepare for the selection process. Use this package to find out more on:

- About TAFE Queensland
- Why not work for us?
- Before you apply
- How to apply
- The selection process
- Selection process documentation
- Employment Suitability
- Your appointment to TAFE Queensland
- Commencing employment
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TAFE Queensland’s Vision, Mission and Values

Our Vision
At TAFE Queensland, our vision is to be the leading provider of vocational education and training that is the heart of community success.

Our Mission
At TAFE Queensland, we deliver quality education and training that enables the careers of our students and the development of the industries and communities we serve.

Our Values

- Everyday actions to be safe and deliver measurable improvements in safety leadership, culture and outcomes
- Demonstrating a one TAFE Queensland mindset, working together to achieve our objectives
- Enhancing the customer experience, living up to the quality promise in our Brand
- Improve our processes, services and products to create value for now and the future
- Taking responsibility for ourselves and being responsible to each other, our students and communities to build a stronger TAFE Queensland
About TAFE Queensland

Background

TAFE Queensland is the largest and most experienced provider of vocational education in the State, with a history of serving Queensland communities for over 130 years.

Each year TAFE Queensland enrols over 120,000 students across a network of over 50 campuses, in workplaces, online and in markets offshore. TAFE Queensland currently employs over 5000 staff. Our offerings span from foundation skills and entry level qualifications to higher education degrees across more than 500 programs.

Our unique structure and state wide delivery model supports our commitment to assisting the diverse needs of our students, from a wide range of socio-economic and cultural backgrounds, and in regional and remote locations. Our responsive approach allows us to adapt our offering to meet the needs of local industries by delivering training that strengthens local communities and provides real employment opportunities for graduates.

The distinguishing characteristic of all of TAFE Queensland’s programs is that they are built to meet the needs of employers and the broader industry. Students engage in practical applied learning which gives them the skills they need to be job-ready and excel in their careers.

On 1 July 2014, all TAFE Queensland institutes transitioned as six regions to the TAFE Queensland statutory body heralding the creation of the new TAFE Queensland.

Connect With Us

Are you linked with TAFE Queensland yet?

To keep up to date with the latest news go to our Facebook page: www.facebook.com/TAFEQueensland/ or LinkedIn at https://au.linkedin.com/company/tafe-queensland

Go to our TAFE Queensland website for the latest news https://tafeqld.edu.au/
The Benefits of working for TAFE Queensland

TAFE Queensland promotes professional development and other training opportunities to assist employees to reach their individual work goals. We want to help new employees adjust to a new work environment and to foster enthusiasm for our values and beliefs. We strive to create a healthy, productive workplace, free from harassment and unlawful discrimination. We offer competitive remuneration, benefits, and opportunities with outstanding support for workplace training and education within our flexible, family friendly workplaces.

As a TAFE Queensland employee you will have access to:

- challenging, interesting and engaging work;
- work-life balance via flexible work arrangements and generous leave allowances;
- healthy lifestyle and wellness programs;
- access to an Employee Assistance Program;
- employer superannuation;
- study and research assistance scheme; and
- salary packaging

Equal Employment Opportunity

TAFE Queensland is an Equal Employment Opportunity employer aiming to gain a workforce more representative of the wider community.

Work-life balance

At TAFE Queensland we recognise that health and productivity can be enhanced by implementing systems and practices to facilitate work-life balance and promote the use of flexible working arrangements to support employees with achieving a better work/life balance.
Health Safety and Wellness

TAFE Queensland is committed to building an empowered and engaged workforce. TAFE Queensland has developed an Employee Wellbeing plan that provides the framework and the program to achieve TAFE’s strategic direction to ‘foster staff health and wellbeing’. The framework underpinning this program includes:

- physical health
- emotional wellbeing
- social wellbeing
- cultural and spiritual aspects
- financial wellbeing.

Employee Assistance Program (EAP)

- The EAP is a voluntary free confidential counselling service to assist employees with personal or work-related problems.

Corporate Discounts

- Certain health insurance companies offer corporate plans that offer benefits for financial and health and wellbeing purposes to our employees.
- Discounts also apply to certain early learning centres.
- Discounts are available with certain IT Software and Hardware providers.

Non-smoking work environment

- As part of our commitment to providing a safe and healthy work environment, a non-smoking policy is effective at all TAFE Queensland premises.
How do I apply?

All applications should be submitted online via the relevant portal. TAFE Queensland job vacancies can be found on Seek (www.seek.com.au) and/or Smart Jobs and Careers (www.smartjobs.qld.gov.au).

Applying online also allows you to:

- track the progress of your application
- update your personal details if they change after you have submitted your application; and
- withdraw your application if you wish.

Advertised positions are visible on the website until the closing date, after which applications cannot be sent using the Seek or the Smart Jobs and Careers online services.

Applications are to be received by the closing date. A late application may be considered within reason and at the discretion of the selection panel.

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 Queensland jobs are required to undergo a criminal history check.

A selection panel, consisting of at least two people, including a chairperson 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 responsibilities, how you will be assessed, any mandatory qualifications or requirements.

*Mandatory requirements* – where required, mandatory levels of qualifications and experience must be specified and met in order for your application to be considered and progress.

Application Process

The advertisement will outline the application process. The application process will vary between roles and so applicants should not assume that 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 applications to be further assessed.

Applications from recruitment agencies will not be accepted.
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.

This is your opportunity to explain or clarify information provided in your application.

Proof of qualifications must be provided at interview.

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, or undertake appropriate tests or structured group and/or individual exercises.

Referee Checks

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

At least one (1) referee should have first-hand knowledge of your conduct and performance within the previous two (2) years. Written personal references should not be included within your application.

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.
Post Offer 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.

Feedback is based upon an assessment of your suitability in relation to each of the selection criteria.

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.

Pre-employment checks

It is a condition of employment at TAFE Queensland that pre-employment checks are carried out on applicants recommended for appointment/employment. Pre-employment checks include confirming your qualifications, professional registration/s, previous employment history (including any previous disciplinary action), criminal history and Australian work status.

If information is received that varies from what has been provided, you will be given an opportunity to respond. Any statement in your application that is found to be deliberately misleading will result in disqualification from further consideration. If you are already employed in the Queensland Public Service, it may be grounds for disciplinary action.
The following pre-employment checks may apply to you:

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<th>Early Retirement, Redundancy or retrenchment</th>
<th>• If it is established that you have received an early retirement, redundancy or retrenchment package issued by a Queensland Government agency and are currently within the benefits period, you will be required to repay some of the funds.</th>
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| Visa or Citizenship | • To be eligible for appointment you must satisfy visa or 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 (Cth).

If you do not meet these requirements you cannot be appointed in a permanent capacity with a Queensland Government 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 premises 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 drug misuse;
  – Offences against morality;
  – Assaults; 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 of Conduct 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 Consent
to Obtain a Criminal History Check 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 relevant departmental form.

| **Mandatory qualifications / professional registration** | • Mandatory qualifications are required for certain roles. The position description will stipulate what these are. You must provide documentary evidence of compliance if you are the successful candidate. |
| **Disclosing previous serious disciplinary action** | • You must disclose any previous serious disciplinary action taken against you in the Queensland Public Service. Any relevant disclosures are then considered as part of the suitability for employment. |

**Recognition of previous employment**

You may be eligible to have your previous employment and/or experience recognised for leave entitlements and/or salary increment purposes. The chair of the selection panel can provide you with further information.
## Commencing employment

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<th>Probation</th>
<th>You may be required to complete a period of probation in accordance with the Public Service Act 2008</th>
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| 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. (Does not apply to all appointments, please discuss with your panel chairperson).  
*** This must be done at interview stage. |
| Code of Conduct                    | TAFE Queensland employees are bound by the principles of:  
  - Integrity and impartiality  
  - Promoting the public good  
  - Commitment to the system of Government  
  - Accountability and transparency  
which are contained in the *Queensland Government Code of Conduct (January 2011).* |
| Tertiary Qualifications            | TAFE Queensland 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, TAFE Queensland 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.  
TAFE Queensland 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.  
  - TAFE Queensland is committed to the multi-skilling of staff; as such performing duties that vary from those stated in the Role Description may be required. |
Future vacancies

Some position descriptions may state that applications will remain current for twelve (12) months. This means you may be considered for other vacancies as they arise within that 12 month period.

Vacancies may include alternative employment bases (temporary, full time, part time) or alternative location.

Further Information

For more information about TAFE Queensland visit: http://www.tafeqld.edu.au