

Northern Sydney Institute

Position: Full Time Teacher Horticulture
(Landscape Construction)

Job Reference No.: HR09/4479

Location: Ryde

Enquiry Officer: Janet Bate (02) 9448 6259



SELECTION CRITERIA:

1. Relevant qualifications appropriate to the industry sector. (Certificate 3 Horticulture – Landscape or equivalent)
2. A minimum of five (5) years current industry experience in the Landscape Construction Industry.
3. Proof of current industry competence in the relevant subject areas.
4. Any licence or qualification required for the statutory or licensing requirements of the industry.
5. Certificate IV in Training and Assessment (TAA 4014) from the Training and Assessment Package (or equivalent). Consideration may be given to applicants who don't hold this qualification, but agree to gain this qualification within the first two years of employment.
6. High Level written and oral communication skills in English with a proven ability to use these skills effectively in a wide range of instructional environments.
7. Proven strengths in problem solving and demonstrated commitment to maintaining professional currency.
8. Commitment and ability to facilitate learning in an adult environment.
9. Demonstrated commitment to quality customer service.
10. Demonstrated ability to contribute to a team environment.
11. Demonstrated organisational skills applicable to an educational setting.

Please Note:

1. Applicants may be required to undergo a trade test prior to interview in order to establish their level of competence in this field. Details will be issued separately.
2. Eligibility lists may be created to fill future vacancies, which may occur in any college within the TAFE NSW – Northern Sydney Institute. The eligibility lists remain valid for a period of up to six (6) months.
3. Applicants must obtain an information package, which contains complete selection criteria, mandatory forms and other information relevant to the position.
4. Preferred applicants will be subject to employment screening.

Job Application & Information Package: Recruitment Officer (02) 9942 3963 or email: Recruitment.NSI@tafensw.edu.au

Applications addressing the selection criteria (quoting JRN) to: Recruitment.NSI@tafensw.edu.au or post: Recruitment Coordinator, Human Resources Services Unit, Northern Sydney Region, Locked Bag 1453, Meadowbank NSW 2114.

Closing date: Friday, 6 November 2009

DUTIES OF FULL TIME TEACHERS

Teachers perform a broad range of duties that include the following activities:

Direct Teaching Activities	Duties Related to Teaching
<p>Direct teaching activities include but are not limited to:</p> <ul style="list-style-type: none"> • face to face teaching in any environment or setting, including but not limited to: <ul style="list-style-type: none"> • - classrooms, • - workshops, • - industry, • - in the field; • - distance mode and online; • workplace training & assessment 	<p>Duties related to teaching include but are not limited to:</p> <ul style="list-style-type: none"> • preparation; • marking; • support and advice to clients; • enrolment and administration; • course, curriculum and program development and review; • industry and community liaison and promotion; • training and professional development; • development of learning materials; • research; • attendance at staff meetings; • recognition of prior learning; • workplace consultancy and advisory services; • skills analysis and audit; • work placement coordination and supervision; • leading approved staff development activities; • student selection; • course coordination as specified in curriculum documents.

VERIFICATION

This section verifies that the position holder and supervisor have read the above statement of duties and are satisfied that it accurately describes the position.

Position holder:

Signature:.....Date:

Supervisor:

Signature:.....Date:

Job application

Equality of employment opportunity and appointment on merit are TAFE NSW policy.

Position advertised

Position applied for	
Job reference number	
Location preference <i>(if it applies)</i>	

Personal details

Title	<input type="checkbox"/> Ms <input type="checkbox"/> Mr Other
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male
Family Name	
Given name(s)	
Preferred name <i>(if it applies)</i>	
Home address	Postcode
Postal address	Postcode
Phone	Work () Home ()

Current employment

Employer	
Position	
Status	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Salary	\$

Previous public sector employment

Your last employer	
Position	
Last day of service	

Have you accepted a NSW Public Sector voluntary redundancy package in the last nine months or compensation through the Statutory and Other Offices Remuneration Tribunal? Yes No

Previous TAFE NSW employment

Have you worked for TAFE NSW before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, your last work location and the year you left	

Personal details

TAFE NSW will do a criminal record check if you are appointed to a 'sensitive' job. You will not be rejected solely on the basis of a criminal record check without an opportunity to talk to us about it. To allow us to do the check please give the following information:

Date of birth	
Town and country of birth	
Former family and given name(s) (if it applies)	

Requirements for appointment

You can only be appointed to TAFE NSW if you:

- are an Australian citizen or have the status of permanent resident in Australia
- give us proof of identity (and any other documents we need)
- pass a prescribed health assessment.

Signature

Any statement on your application found to be deliberately misleading could make you liable to dismissal.

Signature	Date
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About this form

This is a multipurpose form:

- *The first section gives us information about you and the job you are applying for.*
- *The second section gives information which helps us improve our Equal Employment Opportunity programs*
- *The last section gives a brief guide to help you prepare your application.*

Equal employment opportunity

You do not have to fill in this page. Any information you give us will be kept strictly confidential. The information will only be used for statistical purposes and will not be available to the selection panel.

We need statistical information about the people who apply for jobs and gain employment with TAFE NSW. This information allows us to improve our Equal Employment Opportunity (EEO) programs.

The questions are designed by the Office of the Director of Equal Opportunity in Public Employment. They form the basis for all Public Sector EEO reporting.

Q1. Are you an Aboriginal or Torres Strait Islander?

An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Island descent, who identifies as such, and is accepted as such by the community in which she or he lives.

If you are both Aboriginal and Torres Strait Islander please mark both 'Yes' boxes.

Yes, Aboriginal (go to question 3)

Yes, Torres Strait Islander (go to question 3)

No

Q2. Are you from a racial, ethnic or ethno-religious group which is a minority in Australian society?

You should answer 'yes' to this question if you are from a minority because of any of the following:

- your language background or accent
- your religion or culture
- your ethnic or racial appearance
- your country of birth or descent

Yes

No

Q3. What language did you first speak as a child?

English

Other language

Q4. Are you a person with a disability?

You should answer 'yes' to this question if your disability would make it necessary to change any of the following:

- a long term medical condition or ailment
- speech difficulties in your native language
- disfigurement or deformity
- a psychiatric condition
- head injury, stroke or any other brain damage
- loss of sight or hearing
- incomplete use of any part of your body
- blackouts, fits or loss of consciousness
- restriction in physical activities or in physical work
- slowness at learning or understanding
- any other condition resulting in a restriction

No

Yes – If yes, do you require adjustment to be made at work?

You should answer 'yes' to this question if your disability would make it necessary to change any of the following:

- the tasks of the job
- the workplace or work area
- how others behave towards you
- the equipment you use
- your working hours

No

Yes

Guide for job applicants

TAFE NSW offers jobs on the basis of merit. This means the applicant considered to be most capable of doing the job is selected. To decide this we look at your qualifications, experience, skills, standard of work, and personal qualities relevant to the advertised position. Choosing the best person for the job is part of our policy of equal employment opportunity.

The advertisement gives the name of a contact person who will send you an information package which includes the brochure 'How to Apply for a Job in TAFE NSW' and other information about the job.

The advertisement also gives the essential criteria, and if it applies, desirable criteria for the position. If you do not show how you meet the essential criteria your application is unlikely to be considered any further. The selection panel cannot overlook any of the essential criteria and it cannot add any new criteria not included in the advertisement. If a large number of applicants meet all the essential criteria the selection panel will compare all the applications and choose for interview those whose applications best meet the criteria.

You may still be eligible to be selected for an interview if you do not meet the desirable criteria. If you can demonstrate your abilities or experience in some of these desirable areas your chances of gaining an interview are improved.

Writing the application

First you should fill in the TAFE NSW Job Application form.

Next you should write a statement setting out how you meet the criteria. The best way to set out your statement is to list every criterion as a heading and then explain clearly under each one how you meet it. Use examples where appropriate and do not assume that we will know you can do something. When you address each criterion you should also include any relevant formal qualifications and industry experience.

Sending your application

You should send your application so that it reaches the address in the advertisement by the due date.

Interview arrangements

If you need wheelchair access to the interview building, or an interpreter because you are hearing impaired, or have any other special needs, you should tell the person who contacts you so that we can make appropriate arrangements.

Checklist

- | | | |
|--------------------------|--------------------------|---|
| Did you | <input type="checkbox"/> | telephone the contact person for information about the job? |
| | <input type="checkbox"/> | receive the information package? |
| Do you | <input type="checkbox"/> | know the closing date and where to send the application? |
| Have you shown | <input type="checkbox"/> | the name and number of the position you are applying for? |
| | <input type="checkbox"/> | your name and address? |
| | <input type="checkbox"/> | a daytime contact telephone number and contact address? |
| Have you attached | <input type="checkbox"/> | a completed and signed application form? |
| | <input type="checkbox"/> | a statement explaining how you meet the selection criteria? |
| | <input type="checkbox"/> | an up to date resume? |
| | <input type="checkbox"/> | photocopies of your qualifications where necessary? |
| | <input type="checkbox"/> | the names and phone numbers of two referees? |
| Have you | <input type="checkbox"/> | kept a copy of your application? |

Consent to employment screening

This form is to be completed by persons whose names are to be submitted for employment screening as part of the *Working with Children Check*.

Employers are required to sight applicant's original identifying documents.



Personal details

SURNAME Block letters	Title (Mr, Mrs, Ms):		
First name	Middle name		
Previous names/aliases or maiden names	<input type="checkbox"/> Female	<input type="checkbox"/> Male	Driver's licence no.
Date of birth	(City, State and Country)		
Address	Place of birth	Tel:	
	Suburb	State	Postcode
Position applied for	Location of position		

Consent to screening

I certify that the above information is accurate and I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal. I am aware that if I am considered for child-related employment several checks will be undertaken to ascertain my suitability, including:

- a national criminal records check for all convictions vetted in accordance with the *Criminal Records Act 1991* or, if a Commonwealth offence, the *Commonwealth Crimes Act 1914*.
 - For the purpose of employment in certain occupations such as a teacher or teachers aide, section 15 of the *Criminal Records Act 1991* excludes the operation of spent conviction legislation.
- a national criminal record check for charges and/or convictions (including spent convictions) for:
 - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
 - any child-related personal violence offence;
 - any assault, ill treatment or neglect of, or psychological harm to a child;
 - any registrable offence;
 punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court; or
 - are proven but have not led to a conviction; or
 - have been dismissed, withdrawn or discharged by a court.
- a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of children; and
 - a check for relevant employment proceedings involving reportable conduct or an act of violence committed by the employee in the course of employment and in the presence of children. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a Registrable person under the *Child Protection (Offenders Registration) Act 2000*, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed assessment.

I acknowledge that:

- the above information and any information obtained during the Working with Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working with Children Check;
- The Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working with Children background check with each other to support further estimates of risks arising from additional Working with Children background checks;
- the outcome of an estimate of risk conducted with information obtained through the Working with Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- details of my relevant records will not be released to my current or prospective employers
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with section 36 (1) (f) of the *Commission for Children and Young People Act 1998*;

Signature	Date / /
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Office use only

Name of employer contact	Designation	Signature	Telephone No.
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Prohibited employment declaration



Commission for Children and Young People Act 1998

The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- An offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- An offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- An offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- An offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- An offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- An offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- Any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- Involving intentionally wounding and causing grievous bodily harm to a child; or
- Of attempting, or of conspiracy or incitement, to commit such an offence

Under *Commission for Children and Young People Act 1998*:

- It is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child-related employment;
- Employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are prohibited person or not;
- All people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- Penalties are imposed for non compliance

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.

I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child-related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Name
(Block letters)

Signature

Alias
(previous/maiden/
other names)

Date of Birth

Date

**Note: Seek independent legal advice if you are unsure of your status as a prohibited person.
THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER**

Proof of Identity

100 Points of Identification

The following lists set out the value of each document according to the 100 point check:

70 points

Name of preferred applicant verified from one of the following (more than one document from this list cannot be counted):

- Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents.

40 points

Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):

- Current driver photo licence issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

35 points

Name and address of preferred applicant verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

25 points

Name of preferred applicant verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.

At least one of the documents should show the applicant's signature and preferably their current address.

All original documents must be sighted and certified by relevant personnel. Certification from a Justice of the Peace is also acceptable.

The suitable wording for certification of the copy would be "I certify this is a true and unaltered copy of the original". The certification statement is written on the copy and then signed by the officer verifying the certification, printing their name and position.