



INFORMATION FOR APPLICANTS

VET TEACHER CASUAL EMPLOYMENT

OVERVIEW

Chisholm is committed to building organisational capability and excellence through its people and to attracting and retaining talent through recruitment and selection processes.

Diversity in our workforce supports great student experiences and outcomes, with teachers that have current industry experience key in delivering teaching and learner support for our students.

TYPES OF CASUAL EMPLOYMENT

Under the *Victorian TAFE Teaching Staff Agreement 2018*, an employee may be engaged on a casual basis:

- For a maximum period of 13 weeks in a 12 month period; or
- For longer than 13 weeks, if the Employee is a genuine industry expert where:
 - the employee is an expert in their field; and
 - the employees skills are in demand and the employee is unable to commit to regular employment with the Employer

On making an application and progressing in a selection process, the details of your application will be assessed against the above criteria by Chisholm, to determine the type of employment that may be offered.

EMPLOYMENT ELIGIBILITY

Appointment to this position is subject to meeting all employment eligibility requirements including but not limited to:

1. Eligibility to legally work unrestricted in Australia

Acceptable documentation for this purpose is a **certified copy** of **one** of the following:

- an Australian Birth Certificate in addition to photographic identification (e.g. Driver's Licence); or
- an Australian or New Zealand Passport; or
- an Australian Citizenship Certificate in addition to photographic identification; or
- a foreign passport with Permanent Residence Visa or other visa verifying your eligibility to legally work unrestricted in Australia in the position; or
- Certificate of Evidence of Resident Status (CERS) in addition to photographic identification.

2. Current Employee Working With Children Check or Victorian Institute of Teaching (VIT) Registration

- Volunteer Working with Children Checks are not accepted
- A sworn Victorian or Federal Police Officer may be exempted. A copy of certified evidence must be provided

3. Qualifications

Certified copies of relevant Certificates, Qualifications and Statements of Units / Transcripts are required for each qualification relied upon in the Curriculum Vitae (CV) and aligned to the position requirements.

4. Licences, checks and registrations as applicable

Certified copies of evidence are required for each licence, check and registration relied upon in the candidate's CV and aligned to the position requirements. This may include Police Check, professional registration, professional licence, etc.

Evidence and Certification Requirements

All copies of documentation are to be certified. The Victorian Department of Justice provides guidance that includes the list of people whom may be able to certify (as updated from time to time). <https://www.justice.vic.gov.au/certifiedcopies>

5. Competency and Currency

The Institute is committed to providing quality training and assessment for its students so only appropriately qualified, competent and current teachers deliver and assess qualifications and courses at Chisholm. The [Standards for Registered Training Organisations \(RTOs\) 2015](#) (the Standards) provide the requirements for the management of Trainer and Assessor qualifications, competency and currency.

Clauses 1.13 to 1.16 of the Standards detail that:

- training and assessment is delivered only by persons who have:
 - a) vocational competencies at least to the level being delivered and assessed;
 - b) current industry skills directly relevant to the training and assessment being provided; and
 - c) current knowledge and skills in vocational training and learning that informs their training and assessment.
- undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment.

On making an application and progressing in a selection process, you will be required to meet employment eligibility requirements that includes the demonstration of competency and currency. During the process, the direct manager (that the position reports to) is responsible for supporting and validating that all employment eligibility requirements are met in full.

HOW TO APPLY

Applications are made via **Online Job Portal** on Chisholm Institute website or intranet. You will need to be registered through the portal, should you have forgotten your login details, an online process to reset your registration is available from the portal.

When making an application, Chisholm requires you to submit a CV. In preparing your CV consideration should be given to:

- Providing a current CV (less than 3 months old) that overviews what you have done and achieved
- Providing relevant evidence that outlines your current work in industry including Vocational Currency
- Including a Teacher record of Vocational Competency (where available)
- Including a Teacher record of Professional Currency (where available)
- Including important or rare skills and knowledge you have, such as detailing equipment, machinery and software you can operate

Your CV is a formal employment record that that you represent that you have as part of your application and Chisholm uses to make decisions about your skills, experience, competencies and currency. If any material information or representation relating to your qualifications, experience and/or expertise is found to be false or misleading, this could affect any potential or actual employment.

Key information for your CV

6. Personal Details

Include name, address, contact phone numbers and contact email address

7. Qualifications / Training

Under this section, you may include any training you have completed on and off the job which is relevant to the Teacher job you are applying for. Include the course code, course name, date the qualification was obtained and also the name of the training provider e.g.

- Teaching / professional
 - TAE40116 Certificate IV in Training and Assessment [Chisholm Institute 2018]
- Vocational
 - First Aid Certificate [St Johns 2015]
 - Basic Engineering Skills [Powercoal Mining 2015]
 - Confined Spaces Course [Mines Rescue 2012]
 - Electrical Trade Certificate [Chisholm Institute 2010]

Include both vocational and professional (teaching) qualifications related to the position

8. Career Summary

Under this section, overview your career experience, include relevant vocational and teaching experience.

- Job Title - this is the name given to your position or job e.g. Electrician Winch Operator, Plumber
- Business name and brief details of the employer i.e. address, ABN
- Period of Employment - list the month and year you started and finished each position e.g. March 2016 – June 2020
- Responsibilities and Achievements - List the tasks and accountabilities you were or are responsible for, as well as anything that you achieved in the position.

Responsibilities e.g.

- Organised and implemented repairs/changes to underground machines
- Repaired and maintained cables and surface equipment
- Organised and implemented repairs/changes to belts and their associated equipment
- Assisted in design and upgrade of belts
- Carried out fault finding and repairs to monitoring and communications equipment
- Worked as part of a team in moving the longwall face

Achievements: e.g. supervised, repaired and maintained all electrical equipment underground

Responsibilities e.g.

- Worked with development team to harden business firewall
- Planned, developed, and implemented a robust backup system for all vital company data, reducing data loss to zero
- Installed system of physical access controls including POLP, badges, laptop locks, password vaults, and biometrics to cut risk 20%
- Cut sniffing and spoofing attacks to zero by implementing scheduled updates for Wi-Fi software, firmware, and hardware
- Enforced regular password changes from all employees.

Achievements: e.g. Slashed risk of cyber attacks by 23% by using automatic updates and training all 450+ employees in information security best practices.

Here is a list of words which might help when describing responsibilities, achievements, core competencies etc.

implement	control	monitor	manage	direct	initiate
organise	coordinate	improve	repair	participate	operate
carry out	maintain	inspect	service	work	supervise

There are some great online resources to support the provision of a current CV and application, showcase what you can bring to the Teacher role. Here is a sample of some resources that may support along the way:

<i>Templates/CV Builders</i>	Seek.com.au	Monster.com
	Indeed	Resumelab
<i>CV Samples</i>	Various industry & job examples	Construction CV #2
	Construction CV #1	Electrical CV

Key information for Competency and Currency for VET teachers

Vocational Competency Map

Vocational competency at least to the level being delivered and assessed can be demonstrated by either:

- holding the competency they are delivering; or
- demonstrating equivalence of competency

Evidence relating to Teacher skills and knowledge to demonstrate vocational competency, may take many forms, and review and recognition of the adequacy of such evidence is required by Chisholm.

The Vocational Competency Map (VCM) supports the facilitation of this consolidated view for each Teacher and is required as part of employment eligibility, prior to consideration of a formal offer being made. During the application process, you will be provided with a contact point from within the Business Area whom can support you with your VCM to meet employment eligibility requirements for recruitment purposes.

Currency

Trainers and assessors (teachers) must have current industry and vocational education and training knowledge and skills directly relevant to the training and assessment being provided. Teachers must show how they have maintained, upgraded or developed new skills. Teachers must retain evidence to support their currency requirements.

Currency could be shown in the CV through a level of detail in the Qualifications and Career Summary sections, by including a currency table summarising activities etc.

Types of vocational currency activities may include:

- Industry networks
- Industry release
- Completion of accredited courses or industry specific workshops or conferences
- Subscriptions to industry journals and the like
- Currently employed in industry

Types of professional currency activities may include:

- Formal or accredited training and assessment programs
- Continuous professional development programs or workshops provided by specialist teaching experts
- Qualifications in education or teaching and learning pedagogy

Here is a table which might help when summarising currency activities, both professional and vocational currency examples have been included.

Date	Activity / Name	Detail	Professional or Vocational?
01/06/2020	Industry Release	Jan 2020 – May 2020 Undertook industry release as a unit manager 1day/wk. Working at Northpark Private Hospital Bundoora, 9800 3434 & Clifton Views Aged Care Facility, Clifton Views 7640 3245. By undertaking such work I am able to engage in professional conversations with work colleagues discussing the latest trends and practices. Also, I can practise my skills as they apply to real world situations. This opportunity means that I am able to provide my students with the very latest scenarios, case-studies of real-world issues and opportunities.	Vocational
12/08/2020	Webinar – Addressing Challenges of Workplace Assessment	This 90 minute session was delivered by a quality and compliance auditing specialist (Chris Smith). The webinar focused on key information and clarification around the impact of COVID-19 restrictions and strategies for resulting of mandated work placement and workplace assessments. The webinar focused on the use of “reasonable adjustment” strategies for trainers and assessors and the gathering of sufficient evidence including types that are required.	Professional

For current Chisholm Teachers whom have the *Educator Passport App*, they can download a currency history report and include in their application as evidence. Information and support is on the Professional Educator College page of the intranet.

During recruitment processes, the inclusion of a currency table in the VCM document could provide another approach for summarising professional and vocational currency activities.

During the process, the direct manager (that the position reports to) is responsible for supporting and signing off on the key demonstration of competency and currency as part of employment eligibility requirements.

FURTHER SUPPORT

Along the way, if you have any questions regarding the position or require further information about types of casual employment and making your application, please reach out to the contact person listed in the job advertisement.