

# FIXED-TERM AND RELIEF EMPLOYMENT REGISTER ADVICE TO APPLICANTS



TasTAFE

This information provides an overview of TasTAFE's Fixed-Term, Sessional and Relief Employment Register and explains the application and selection process.

## **WHAT IS THE FIXED TERM AND RELIEF EMPLOYMENT REGISTER?**

The Fixed Term, Sessional and Relief Employment Register (the Register) is established to provide TasTAFE with a pool of experienced and skilled people who are available to undertake a range of roles including vocational education teachers/trainers, student support staff, administrative and clerical staff, library staff, facility attendants and more.

## **SUBMISSIONS OF APPLICATION**

To be considered for the Register, applicants must ensure they submit the following information:

- Statement addressing all selection criteria;
- Current resume/CV;
- Copy of TAE qualification or equivalent (Teaching roles only); and
- Evidence of current Registration to Work with Vulnerable People

Documents are to be submitted via electronic application. If applicants are unable to attach documents please email: [recruitment@TasTAFE.tas.edu.au](mailto:recruitment@TasTAFE.tas.edu.au).

Once the application is successfully submitted, the applicant will receive an email confirming their application has been received. It should be noted, the application is not placed on the Register at this stage. The application will be assessed to ensure it contains the essential information (as listed above) before being placed on the Register.

## **PLACEMENT ON THE REGISTER**

Where an application contains all essential information, an email will be sent to the applicant confirming the application has been placed on the Register and the applicant will now be considered for upcoming roles at TasTAFE.

Where an application does not contain all essential information, an email will be sent to the applicant advising the application is not suitable for placement on the Register.

It should be noted that being successful in obtaining a place on the Register does not imply or guarantee an offer of employment.

Applicants will remain on the register until they advise TasTAFE in writing that they wish to be removed from the Register or when the Register expires. It is the applicant's responsibility to ensure that all details on the Register remain current.

## **SELECTION CRITERIA**

Addressing the selection criteria gives applicants the opportunity to demonstrate to the

selection panel their suitability for the role by outlining their relevant qualifications, competencies and work experiences. Tips for writing an application and responding to Selection Criteria can be found [here](#).

Applications submitted without a response to the selection criteria will not be suitable for placement on the Register.

### **SELECTION PROCESS**

When suitable vacancy becomes available, TasTAFE will use the Register to select a suitable applicant to fill the position. Applicants may be recruited from the Register for a maximum period of 12 months in any one instance.

Where more than one applicant is identified as suitable to undertake the duties, TasTAFE will undertake a merit assessment to determine the most suitable candidate. This may involve reviewing written applications, or applicants could be invited to attend an interview. Referees may also be contacted to verify claims made by an applicant. Following this comparative merit assessment, the highest ranked applicant will be offered the vacancy.

TasTAFE will contact the applicant directly should they wish to make an offer of employment.

### **SALARY RANGE**

Successful applicants will be paid in accordance with relevant industrial Awards and Agreements and will be entitled to conditions of employment as prescribed under the State Service Act, Industrial Awards, Agreements and Employment Directions.

For all positions, the commencement salary will be at the base rate, except where in the opinion of TasTAFE, the qualifications and practical experience of an applicant justifies a higher salary.

### **FURTHER INFORMATION**

If you would like further information about TasTAFE, please visit our website at [www.tastafe.tas.edu.au](http://www.tastafe.tas.edu.au)

Applicants who are interested in long term employment with TasTAFE are encouraged to apply for vacancies advertised on the Tasmanian Government website at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Thank you for your interest and we look forward to receiving your application.