

TAFE SA LECTURER APPLICATION GUIDELINES



Thank you for showing interest in a position with TAFE SA. Your application is an opportunity for you to demonstrate your skills, experience, abilities and personal attributes to the selection panel.

To assist you in maximising your chances of success, it is recommended that you carefully read the following guidelines.

Before you start your application:

- Obtain and carefully read the Role Descriptor and Industry Addendum;
- If you have any questions relating to the role or wish to gain further information (such as plans or organisational charts), please contact the **enquiries person** as listed in the advertisement;
- Access the TAFE SA site at www.tafesa.edu.au for information relating to TAFE SA.

Application Process

All applications **must** be a maximum of three (3) pages (Arial – 11 font only), and this includes the covering letter. In addition, your application must include a curriculum vitae, including current referees. Your curriculum vitae is not part of your 3 page application.

Covering Letter

Your covering letter expresses your interest in the role and should include:

- Your claim for being the right person for the role;
- Vacancy identification number and date advertised in IworkforSA or reference to external advertisement (if applicable);
- The position title and classification;
- Location (if applicable);
- Summary of your skills, abilities, knowledge and experience relevant to the role.

Written Application

Your **application MUST address** the key Selection Criteria and the Essential Educational/Vocational Qualifications sections in the Role Descriptor, taking into consideration the key outcomes of the role. Please also refer to the specific role information in the Industry Addendum when responding to each of the Key Selection Criteria.

It is important that you identify skills you may have which are not directly specified in the Role Descriptor or Industry Addendum and yet, in your opinion, would enable you to perform well in the position.

Your responsibility

Once you have completed your written application, it will be your responsibility to ensure you:

- Meet and address the requirements of the Role Descriptor using the Industry Addendum as reference.
- Provide **examples** outlining your skills, experience and knowledge of each criteria, and how you put them into practice. To simply state that you have this ability, skill or experience is not enough.
- Have the relevance and transferability of your skills, knowledge, experience and abilities acquired from community service organisations, social and recreational clubs (ie fund raising for voluntary agencies may have contributed to your development of improved negotiation skills).
- Provide proof of your qualifications (please provide a certified copy from a Justice of the Peace included in your written application or bring original to interview).

Note: Further information regarding having your Overseas qualifications assessed can be found at [Recognition of Overseas Qualifications | Move to South Australia \(migration.sa.gov.au\)](#) (costs incurred will be your responsibility)

TAFE SA LECTURER APPLICATION GUIDELINES



Resume or Curriculum Vitae

Your Resume or Curriculum Vitae outlines general information about you (this is not to be included in your 3 page application). Where applicable you should include the following:

- Name, address and contact telephone number
- Current position title
- Education details (including copies of any relevant academic qualifications, etc required for the position)
- Employment history (most recent first, and from at least the past 10 years) and other relevant experience/history
- Relevant experience/studies
- Three current referees (name, position title, addresses, contact phone numbers and email addresses)

Remember:

- It is important that you give prospective referees a copy of the Role Descriptor and your application to assist them in providing comments about your suitability for the position.
- Once you have completed your application and Curriculum Vitae or resume, check that you have addressed all the criteria, and you have demonstrated that you can carry out all the duties of the position.
- Thoroughly check your application for presentation, omissions and accuracy.
- Ensure your application reaches its destination on time.

Note: It is not the responsibility of the selection panel to follow-up or further consider incomplete, inadequate and/or late applications. If there are extenuating circumstances that prevent you from submitting your application on time, ask the Enquiries Officer **before** the closing date whether an extension may be granted or whether an emailed/faxed submission can be sent prior to attending an interview.

Interview Process

The Interview stage of the selection process uses the Key Behavioural Attributes in the Role Descriptor and industry specific information contained in the Industry Addendum.

Working With Children Checks

The successful applicant is required to have or gain a Department of Human Services (DHS) working with children check (WWCC) prior to being employed which is required to be renewed every five years before expiry.

Applicants who do not hold this clearance will need to apply at [Department of Human Services \(DHS\) working with children check \(WWCC\)](#).

If you have a current check as outlined above please attach this to your application or alternatively bring it with you to the interview. If you do not hold a current check or you are unsure please discuss with the chairperson at the interview.

For information on this process please contact the Chairperson or Human Resources.

Equal Employment Opportunities

The Government of South Australia is an equal opportunity employer, and all selection decisions and appointments are free of discrimination or nepotism. They are based on an assessment of merit. The grounds for unlawful discrimination are defined in the Equal Opportunity Act 1984.