

Adult Education

Fixed Term Employment – Tutor Registration Form

Application Guidelines

To register, please complete this form, including: personal details, the subject areas in which you would like to teach, a statement addressing the selection criteria, and one or more course proposals.

Please also provide a copy of your resume and any other relevant material when you return your application.

Selection from the Register

Please Note: that by completing this form it does not guarantee that employment will be offered.

Tutors are employed as a result of their course proposal being successful and the class running, or as a relief/replacement tutor for an existing class.

Within this process the State Government merit based selection process will be undertaken. This selection process may involve a formal interview.

Which region/s are you applying for?

- North-West North
 South State-wide

Personal details:

<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Mr	<input type="checkbox"/> Dr	<input type="checkbox"/> Other	
Given Name(s)						
Family Name						
Postal Address						
Phone Number		<input type="checkbox"/> Work	()	<input type="checkbox"/> Home	()	
		<input type="checkbox"/> Mobile		Please tick preferred contact number		
Email						

Have you registered on the employment register within the past 2 years?

- Yes I have registered within the last 2 years and my contact details have not changed.**
You do not need to complete the details on page 2. However, please sign and date page 2.
- Yes I have registered within the last 2 years but I have changed some details.**
Please complete appropriate fields on this form and then sign and date at page 2.
- No, I have not registered within the past 2 years.**
*Please complete **full** Registration Form, sign and date at page 2.*

Are you legally entitled to work in Australia?			
<input type="checkbox"/> Yes, I am an Australian/New Zealand citizen or permanent resident	Type:		
<input type="checkbox"/> Yes, I hold a valid work visa	Type:	Expiry date:	
Are you currently employed in the Tasmanian State Service?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which Agency?	Employee no.		
Have you previously accepted a redundancy package from 'The Crown in the State of Tasmania'? i.e. a State Government agency?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, date until which you are excluded from re-employment with the Crown (if known)			/ /
Please list details of two referees who are able to comment on your skills in relation to the selection criteria			
Name			
Position			
Organisation			
Phone Number	Email		
Name			
Position			
Organisation			
Phone Number	Email		
I understand that providing false information or withholding information relevant to employment in the State Service may result in the withdrawal of an offer of employment or dismissal.			
Signed			Date / /

Personal Information Protection Statement

Department of Education - Libraries Tasmania

Personal information will be collected from you for the purpose of collating a register of tutors for LIBRARIES Tasmania and will be used for the planning, provision and reporting of adult education programs.

Failure to provide this information may result in Libraries Tasmania being unable to process your application. Your personal information will be used for the primary purpose for which it is collected. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to Libraries Tasmania.

You can obtain a copy of the department's Personal Information Protection Policy at:

http://www.education.tas.gov.au/dept/about/legislation/pip/policy_or by contacting Adult Education (see page 8).

Libraries Tasmania – Adult Education tutor

What subject areas are you applying for?

Select your broad subject area of interest below and complete the Course Proposal to give further detail. Please note that acceptance of any Course Proposal is determined by the needs of Adult Education Program, including program balance, diversity and market demand.

Have you spoken to an adult education coordinator? Yes No

If yes, who? _____

Art and Craft

- All Classes
- Drawing
- General
- Jewellery
- Leadlight and Glass
- Needles, Threads & Textiles
- Painting
- Photography
- Pottery & Ceramics
- Woodwork

Business

- All Classes
- Small Business

Computing & Technology

- All Classes
- Accounting & Bookkeeping
- Digital Imaging & Multimedia
- General
- Home & Personal Technology
- Internet & Email

Fitness and Wellbeing

- All Classes
- General
- Massage
- Meditation & Relaxation
- Parenting
- Personal & Family Health
- Personal Development
- Pilates
- Tai Chi

Therapies

Yoga

For Seniors

All Classes

Home, Lifestyle & DIY

- All Classes
- Animals & Pets
- Food & Wine
- Gardening Landscaping
- General
- House & DIY
- Managing Your Money & Investments

Mechanical & Technical

Sustainable Living

Humanities Arts & Sciences

- All Classes
- General
- Government, the Law & You
- History & Genealogy
- Philosophy & Religion
- Science & Mathematics
- Society & Culture
- University Tasters
- Writing

Languages

- All Classes
- Asian Languages
- European Languages

Performing Arts

All Classes

Dance

General

Instrumentation

Singing

Sport, Games & Outdoor Recreation

- All Classes
- Adventure
- Boats and Marine
- Indoor Games
- Outdoor Recreation
- Sport

Job & Career Development

- All Classes
- Accredited Training
- General
- Computing 4 me – Get started with the computer
- Computing 4 me – Take it slowly
- Computing 4 me – Cruising with the computer

Country Areas – North only

- Campbell Town
- Deloraine/Westbury
- Exeter/Beaconsfield
- Flinders Island
- George Town
- Longford/Cressy
- Scottsdale
- St Marys/St Helens

Addressing the Selection Criteria

Use this form to address the selection criteria, as listed in the Tutor Statement of Duties – attached at the end of this application form.

Selection Criterion 1 – Appropriate knowledge of, or expertise in, a particular subject area

Refer to your expertise in your teaching subject area and any experience in sharing your knowledge/skills with others.

Selection Criterion 2 – Capacity to facilitate adult learning ...

Give examples of adult teaching and learning situations you have organised. (They may have been part of your community or sporting activities.) Mention different methods you may use in your course delivery to demonstrate an awareness of teaching/learning strategies (e.g. use of audio visuals, group techniques, demonstration, hands on, discussion etc.)

Selection Criterion 3 – Sound communication and interpersonal skills ...

Give examples of your ability to communicate well with others and to work in a team situation, whether in the workplace or in a community context

Selection Criterion 4 – An understanding of the problems that may be faced by adult learners ...

How you might cater for the needs of students who are shy, lack confidence, are fearful of 'failing', have a disability etc.

Selection Criterion 5 – Demonstrated understanding and commitment to apply the State Service principles

What issues would you need to be aware of to ensure a safe learning environment in your subject area? What is your understanding of equal employment opportunity? How might discrimination and harassment be an issue in Leisure & Lifestyle classes and what role could you, as a tutor, play?

CHECKLIST:

- Resume attached
- Tutor registration form completed including Referee details and Selection Criteria
- Course proposal completed including costs estimated
- Statement of Duties and State Service Principles & Code of conduct read and understood.

I understand and accept that this application and course proposal is not a commitment to fixed-term employment as a Tutor with the Department of Education.

Signature of Applicant: _____

Date: _____

The State Service encourages and appreciates the benefits of a diverse workforce, free from harassment and discrimination. If you are selected for an interview, please let the vacancy contact officer know if you require any additional assistance.

Course Proposal

This form is designed to help tutors to develop proposes for new courses and to assist us in determining suitability, assess demand and developing the final course plan.

Name _____

Address _____

Phone number _____ Mobile _____

Fax _____ Email _____

Category of Course (If known e.g. Ceramics, Personal Development)

Suggested course title

Preferred student numbers Maximum _____ Minimum _____

Preferred session format _____ X _____ hour sessions

Preferred time Weekday Weeknight Weekend

Preferred days, nights _____

Preferred dates _____

- At what level will you offer this course?**
- Complete beginner
 - Those with little knowledge
 - Those with considerable knowledge
 - For any of the above

Short description of course as you see it – Suitable for publicity information in our Adult Education Course Guide

What your class will cover – Some dot points listing the main topics/areas that you hope to cover in your course

What students can hope to achieve – *Some dot points, including any actual projects to be undertaken*

Some background information about yourself – *Relevant information about you and your subject area that we will pass on to students*

Course prerequisites – *Do students need prior experience? Do they need a certain fitness or skill level to participate?*

What resources will need to be provided for the students? *Include details of where to purchase and approximate costs (exact costs will need to be provided at a later date)*

COSTS: Please consider the following costs: hire of specialised venues, materials required, demonstration aids, special tools or equipment needed, wear and tear on your own tools/equipment, (Approximate costs at this stage, however exact costs will need to be provided at a later date) All costs associated with a course (ie. tutor salary, materials etc.) are passed directly on to students through their course fees.

What materials and equipment will the students need to buy or bring from home?

Include details of where to purchase and approximate costs

Are there any special venue requirements or equipment that Libraries Tasmania will need to provide? *For example, equipment, computer facilities, venue requirements*

Do the students need to wear/bring any special clothing? *For example, loose, protective, special shoes,*

Any other important information that needs passing on?

Please return this form to:

AdultEducation@education.tas.gov.au

Adult Education
GPO Box 623, Hobart 7001
Telephone 6165 5600

STATEMENT OF DUTIES – December 2008

TITLE	NUMBER
Tutor	Generic
AWARD	CLASSIFICATION
Adult Education Agreement	As negotiated
DIVISION	BRANCH
Community Knowledge Network	Adult and Community Learning Services
SECTION	SUB-SECTION
N/A	N/A
TERMS OF EMPLOYMENT	FULL TIME EQUIVALENT (FTE)
Casual as required and negotiated.	N/A
CATEGORY/FUNDING/RESTRICTIONS	SUPERVISOR
Fixed tem. Cost code as specified.	Program Co-ordinator
LOCATION	
The current location is as negotiated.	

THE ROLE: To teach, present or coordinate a specified subject or course that is part of the Adult Education program.

DUTIES:

1. Assist/prepare course/subject outline in collaboration with program coordinator.
 2. Assist/prepare appropriate course materials.
 3. Plan appropriate delivery strategies for adults in collaboration with program coordinator.
 4. Deliver the course/subject content effectively to adults.
 5. In collaboration with the program coordinator evaluate the specific course/subject and implement changes where appropriate.
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LEVEL OF RESPONSIBILITY: A high level of professional responsibility for observing standards of etiquette, ethics and teaching competence.

DIRECTION/SUPERVISION RECEIVED: As required, but normally on a regular basis from the regional program coordinator.

ESSENTIAL REQUIREMENTS: Nil

DESIRABLE REQUIREMENTS: Experience in teaching adults

SELECTION CRITERIA: Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Appropriate knowledge of, or expertise in, a particular subject area.
2. Capacity to facilitate adult learning in a competent manner, including sound organisational and presentation skills, and the ability to adopt new learning support strategies and delivery techniques.
3. Sound communication and interpersonal skills, including the ability to liaise effectively with colleagues, program staff and a wide range of adults.
4. An understanding of the problems that may be faced by adult learners, and an ability to provide assistance to learners experiencing study difficulties, including assessing and helping/referring learners for further assistance.
5. Demonstrated understanding and commitment to apply the State Service principles.

WORKING IN THE DEPARTMENT: The Department is a large, decentralised employer with staff deployed throughout Tasmania in a variety of locations including schools, colleges, libraries and offices.

The Department is committed to high standards of performance in the application of contemporary management practices and principles. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination. Smoking is prohibited in State Government workplaces and vehicles.

The Department is committed to the introduction and application of information management systems and solutions to improve its capacity to meet its objectives. Consequently the successful applicant may work extensively with screen-based equipment. All employees are expected to utilise information management systems responsibly and in accordance with privacy principles and the Department's discrimination and harassment policies.

Employment in the Department and the State Service is governed by the *State Service Act 2000* which contains a set of State Service Principles that provide an overarching statement as to both the nature and operation of the State Service and expectations of those who work within it. The *State Service Act 2000* also contains a Code of Conduct which complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

All departmental employees and officers must comply with the Principles, the Code of Conduct and Commissioner's Direction Number 2 which sets out the minimum requirements that must be met in upholding, promoting and ensuring adherence to the Principles.

STATE SERVICE PRINCIPLES (section 7 *State Service Act 2000*)

1. The State Service is apolitical, performing its functions in an impartial, ethical and professional manner.
2. The State Service is a public service in which employment decisions are based on merit.
3. The State Service provides a workplace that is free from discrimination and recognises and utilises the diversity of the community it serves.
4. The State Service is accountable for its actions and performance, within the framework of Ministerial Responsibility to the Government, the Parliament and the community.
5. The State Service is responsive to Government in providing honest, comprehensive, accurate and timely advice and in implementing the Government's policies and programs.
6. The State Service delivers services fairly and impartially to the community.
7. The State Service develops leadership of the highest quality.
8. The State Service establishes workplace practices that encourage communication, consultation, co-operation and input from employees on matters that affect their work and workplace.
9. The State Service provides a fair, flexible, safe and rewarding workplace.
10. The State Service focuses on managing its performance and achieving results.
11. The State Service promotes equity in employment.
12. The State Service provides a reasonable opportunity to all eligible members of the community to apply for State Service employment.
13. The State Service provides a fair system of review of decisions taken in respect of employees.

CODE OF CONDUCT (section 9 *State Service Act 2000*)

1. An employee must behave honestly and with integrity in the course of State Service employment.
2. An employee must act with care and diligence in the course of State Service employment.
3. An employee, when acting in the course of State Service employment, must treat everyone with respect and without harassment, victimisation or discrimination.
4. An employee, when acting in the course of State Service employment, must comply with all applicable Australian law.
5. An employee must comply with any standing orders and with any lawful and reasonable direction given by a person having authority to give the direction.
6. An employee must maintain appropriate confidentiality about dealings of, and information acquired by, the employee in the course of that employee's State Service employment.
7. An employee must disclose, and take reasonable steps to avoid, any conflict of interest in connection with the employee's State Service employment.
8. An employee must use Tasmanian Government official resources in a proper manner.
9. An employee must not knowingly provide false or misleading information in connection with the employee's State Service employment.
10. An employee must not make improper use of -
 - information gained in the course of his or her employment; or
 - the employee's duties, status, power or authorityin order to gain, or seek to gain, a gift, benefit or advantage for the employee or for any other person.
11. An employee who receives a gift in the course of his or her employment or in relation to his or her employment must declare that gift as prescribed by the regulations.
12. An employee, when acting in the course of State Service employment, must behave in a way that upholds the State Service Principles.
13. An employee must at all times behave in a way that does not adversely affect the integrity and good reputation of the State Service.
14. An employee must comply with any other conduct requirement that is prescribed by the *State Service Regulations 2001*.

The Code of Conduct may be supplemented by Department-specific standing orders.

APPROVED BY HRM DELEGATE: I03974 - Deputy Secretary Corporate Services –

Instrument to Vary Establishment:

Date Duties and Selection Criteria Last Reviewed: TAFE Oct 2003