

## About TAFE Queensland and the Australia Pacific Training Coalition

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TAFE Queensland is the largest and most experienced provider of vocational education and training in the state, with a history of serving Queensland's communities for over 130 years. On 1 July 2013, TAFE Queensland was established as an independent statutory body under the TAFE Queensland Act 2013.

Each year TAFE Queensland enrolls over 125,000 students across a network of over 50 campuses, in employers' workplaces, online and in markets offshore. Our offering spans foundation skills and entry-level qualifications to higher education degrees across more than 500 programs.

Our unique structure and state-wide delivery model support our commitment to working with students with diverse abilities from a wide range of socio economic and cultural backgrounds, in regional, remote locations and off shore. Our responsive approach allows us to adapt our offering to meet the needs of industries, delivering training that strengthens communities and provides real employment opportunities for graduates.

The distinguishing characteristic of all of TAFE Queensland's programs is that they are built to meet the needs of employers and the broader industry. Students engage in practical, applied learning that gives them the skills they need to be job-ready and go further in their careers.

In addition to the six regions, TAFE Queensland manages the Australia Pacific Training Coalition (APTC) on behalf of the Department of Foreign Affairs and Trade (DFAT). APTC is an Australian Government development program established in 2007. APTC works in partnership with industry, governments and selected Technical, Vocational Education and Training (TVET) institutions to assist the development of a more skilled, inclusive and productive workforce aligned with labour market requirements to enhance Pacific prosperity.

APTC provides Australian standard training qualifications across the Pacific and forms partnerships and coalitions with TVET stakeholders to achieve training outcomes and reforms of the Pacific TVET system. APTC is currently pivoting to support the Pacific Island Countries to respond to the impacts of COVID-19. APTC has country offices established in Fiji, Vanuatu, PNG, Samoa and the Solomon Islands. The Country Offices are supported by a range of services provided from a regional office located in Suva, Fiji.

As an employee of APTC, you will be part of a leading provider of further education and training committed to quality teaching, a safe working environment and delivering real outcomes for our students.

For more information about TAFE Queensland visit [www.tafeqld.edu.au](http://www.tafeqld.edu.au)

For more information about the APTC visit: <http://www.aptc.edu.au/>.

### Selection process

The APTC's selection process is based on the principles of merit and equity to ensure the appointment of the most suitable person selected in a fair process. If you are interested in applying please do the following:

- ❖ Read the information contained within this document carefully
- ❖ Download the Role Description that is available on the website
- ❖ Prepare your Resume/CV (maximum 3-4 pages)
- ❖ Complete the online APTC Application Form and electronically with your current Resume no later than the closing date stated.

## Online Application Form

As part of the application process you are requested to address all Key Selection Criteria (KSC) specified within the Role Description. You must respond to each Key Selection Criteria as provided in the online APTC Application Form. The APTC places significant emphasis on the Role Description and Key Selection Criteria. Your responses should outline how your qualifications, experience, achievements and capabilities relate to the Key Selection Criteria, the Key Responsibilities and Duties of the role and where applicable, the desirable attributes. Please give examples, including outcomes achieved, which demonstrate your suitability for the role. It is important to present your information in a logical, clear and concise way and provide the example that best demonstrates your experience, knowledge, skills and abilities. As a guide, it is recommended that in provided examples, you identify the context, the content and the outcomes of each example.

You should show clear connection to each of the Key Selection Criteria with statements describing the relevant experience, knowledge, skills and abilities you possess and include supporting evidence. *It is not sufficient to state, refer to my "Resume/CV".*

## Resume/Curriculum Vitae

Applicants must submit a current Resume/CV providing at a minimum the following details:

- ❖ Personal details and contact information
- ❖ Education - Qualifications and training (including year completed and education facility)
- ❖ Work experience - Current and previous employers and key responsibilities and duties of your role (including start & end dates, position title and employer name, etc.)
- ❖ 3 professional referees

## Academic Qualifications

Where qualifications are stated as essential for a role, you must include full details of your qualifications. *The original documents and academic transcripts must be shown at time of interview or when requested.*

## Referees

Applicants are required to include the details of three work related referees, one of whom must be a current or past supervisor, including names and phone numbers. Your referees should ideally be aware that you have nominated them as referees for this position. Referees should have first-hand knowledge of your performance relevant to the Key Selection Criteria. The APTC reserves the right to contact other relevant people not listed as a referee.

## Eligibility for Employment – Police Check

All appointments are subject to a satisfactory National Police Check obtained through the National Police Department. APTC will arrange for a National Police Check upon commencement.

## Staff Code of Behaviour

The APTC Staff Code of Behaviour sets out APTC's expectations of staff and affiliates with respect to their professional and personal conduct while associated with APTC. All staff are issued with a copy of the Staff Code of Behaviour with their Letter of Appointment.

## Child Protection Policy

As the APTC is an Australian Government aid and development program, the preferred candidate will be required to sign and adhere to the requirements of the APTC Child Protection Policy.

### **Pre-existing Injuries and Illness**

Before you commence your employment with APTC, you are requested to disclose all pre-existing injuries and diseases suffered by you of which you are aware and which could reasonably be expected that could be affected by the nature of your proposed employment with the APTC.

### **Privacy**

Your personal information will be processed and held in accordance with local privacy legislation and the APTC's Information Privacy Policy.

### **Total Remuneration Package (TRP)**

The TRP includes Base pay plus Superannuation (Employer's contribution based on local law) plus any allowances (if applicable).

### **Employment Conditions:**

1. **Contract term** – All APTC positions are fixed term.
2. **Probation Period** – All new appointees are subject to a six (6) month probationary period.
3. **Annual Leave** – 20 days' annual leave per annum, accruing from the date of commencement, to be taken prior to the end of the contract. All staff will be required to take annual leave during the APTC shutdown period (in December – specific dates vary each year) and on such other days as approved by the Accountable Manager.
4. **Other leave, including Sick and Carer's Leave** – As designated by the employment laws in the Employee's country or as provided in the Employee Leave Entitlement.
5. **Worker's Compensation** – APTC registers employees in relevant local worker's compensation scheme that covers the employee for illness, injury, or injury resulting in death, arising in the course of providing services under their Letter of Appointment.
6. **Public Holidays** – Staff will observe public holidays as approved by the Executive Director, APTC, up to a maximum of 13 days per annum.
7. **Medical** - Provision of Outpatient, Medical Evacuation, Hospitalisation/ Value Care, Dental and Optical. Dependants can be added to the policy and premium is paid by the staff member.
8. **Capability Development** - APTC offers all academic and non-academic staff the opportunity to complete an approved recognised Australian qualification and other training relevant to the needs of their position. The courses are provided online and are fully supported by APTC.
9. **Commencing Salary and Increment Progression:**  
The salary for each position is exclusive of superannuation entitlements and any allowances. In line with the APTC Policy, the commencing salary for each new employee is at Level 1 and there is the opportunity to progress by annual increments within that classification.