Procedures for the Employment and Transfer of Aboriginal Education Officers (AEO)

Information for Selection Panels

DECEMBER 2003
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1. INTRODUCTION

Aboriginal Education Officer (AEO) positions are allocated to New South Wales government schools in accordance with the Department of Education and Training's policy on the allocation of AEO positions.

The allocation of positions is approved by the Director-General of Education and Training in consultation with the Aboriginal Education Consultative Group (AECG) and the Director-General's Advisory Group on Aboriginal Education.

This document sets out the procedures to be followed when filling newly established or vacant AEO positions. Positions may be filled through transfer or through advertisement.

2. IDENTIFICATION OF VACANT POSITIONS

AEO positions become available either through:

(i) an existing AEO position becoming vacant; or

(ii) a new AEO position being established in accordance with the Department's procedures for the allocation of AEO positions.

(i) Existing positions

When an existing AEO position in a school becomes vacant, the principal contacts the SAS Staffing Team. The SAS Staffing Team, in consultation with the Aboriginal Education and Training Directorate (AETD), will determine whether the school remains eligible for an AEO position in the context of the Aboriginal student enrolment at the school and the Department’s procedures for the allocation of AEO positions.

If the school continues to warrant the allocation of an AEO position, the SAS Staffing Team will advise the principal if the position is to be considered for:

• priority transfer (nominated or compassionate transfer);

• service transfer; or to be filled following advertisement.

If the school does not warrant the allocation of an AEO position, in the context of the Aboriginal student enrolment at the school and the Department’s procedures for the allocation of AEO positions, the AEO position will be reallocated.
(ii) **Newly established positions**

The establishment of new AEO positions, as a result of an annual review of Aboriginal student enrolments at all schools, is the responsibility of the Director, Staffing Services, in consultation with the Director, Aboriginal Education and Training Directorate (AETD).

The principal of the school where a new position is established will be informed by the SAS Staffing Team of the new AEO allocation and whether the position or positions are to be considered for:

- priority transfer (nominated or compassionate transfer);
- service transfer; or to be filled following advertisement.

3. **CATEGORIES OF TRANSFER**

3.1 **NOMINATED TRANSFER**

AEOs permanently appointed to positions in schools will have nominated transfer status where the position they hold is affected by a reduction in Aboriginal student enrolment or school closure or amalgamation.

Permanent AEOs affected by a reduction in Aboriginal student enrolment or school closure or amalgamation will be contacted by the SAS Staffing Team and required to complete and submit an *Application for Transfer (School Administrative and Support Staff)* form (Appendix I) and to indicate the schools and School Education Areas (SEAs) to which they are seeking to transfer.

AEOs with nominated transfer status will be contacted by the SASS Staffing Team when they are being considered for a particular vacant AEO position. AEOs with nominated transfer status who are being considered for a particular vacant AEO position will need to be interviewed by a selection panel to confirm their suitability for the position in relation to meeting the needs of the local Aboriginal community.

3.2 **COMPASSIONATE TRANSFER**

AEOs permanently appointed to positions in schools may apply for compassionate transfer at any time by submitting an *Application for Transfer (School Administrative and Support Staff)* form (Appendix I). The application remains current until the applicant receives an appointment, withdraws his or her application, or if his or her circumstances change. An application for compassionate transfer will be approved only on the basis of exceptional and compelling reasons. Applications must contain full and substantiated grounds and supporting documentation, where appropriate.

Applications for compassionate transfer are to be submitted to the School Staffing Unit. The Director, Staffing Services will make a decision regarding the status of the application.

AEOs with compassionate transfer status will be contacted by the SAS Staffing Team when they are being considered for a particular vacant AEO position. AEOs with compassionate transfer status who are being considered for a particular vacant AEO position will need to be interviewed by a selection panel to confirm their suitability for the position in relation to meeting the needs of the local Aboriginal community.
3.3 SERVICE TRANSFER

AEOs who are permanently appointed to positions are eligible to apply for service transfer. Applications for service transfer need to be made by completing and submitting an Application for Transfer (School Administrative and Support Staff) form ( Appendix I).

AEOs who have applied for service transfer will be contacted by the SAS Staffing Team when they are being considered for a particular vacant AEO position. AEOs who have applied for service transfer who are being considered for a particular vacant AEO position will need to be interviewed by a selection panel to confirm their suitability for the position in relation to meeting the needs of the local Aboriginal community.

4. FILLING OF VACANT AEO POSITIONS

The priority order for filling vacant AEO positions is:

- priority transfer (nominated and compassionate transfer);
- service transfer;
- advertisement.

4.1 FILLING OF VACANT AEO POSITIONS THROUGH TRANSFER

The SAS Staffing Team will determine whether there are applicants who have nominated transfer status, compassionate transfer status or who are applying for service transfer, who can be considered for a particular vacant AEO position.

The SAS Staffing Team will contact the principal of the school with the vacant AEO position and will advise if there are applicants in the above categories who will need to be considered for the position. If applicants are being considered for the position, the principal will need to form a selection panel.

Section 5: Selection Panel Guidelines. This section provides advice on selection procedures to be followed by selection panels interviewing applicants who have priority transfer status or who have applied for service transfer.

4.2 FILLING OF VACANT AEO POSITIONS THROUGH ADVERTISEMENT

Advertising of a vacant AEO position occurs after it has been determined by the SAS Staffing Team that the position cannot be filled through transfer. In this circumstance, the principal will be informed by the SAS Staffing Team that the position is to be filled through advertisement.

Vacant AEO positions are advertised on DET’s website Jobs@det and in the Koori Mail.

Section 5: Selection Panel Guidelines. This section provides advice on merit selection procedures to be followed by selection panels interviewing applicants for advertised AEO positions.

Where the selection panel's recommendation not to recommend any applicant for the vacant AEO position has been approved by the Director, Staffing Services, the SAS Staffing Team will proceed to re-advertise the position.
4.3 CONTACT OFFICERS FOR ADVERTISED POSITIONS

The SAS Staffing Team should ensure that a contact officer, familiar with the requirements of the vacant AEO position, is nominated in the advertisement. Generally, this will be the principal of the school where the vacancy exists or, the principal may nominate a more appropriate person.

Contact officers must provide relevant and timely information to enquirers. Contact officers should be familiar with the Guidelines for Contact Officers (Appendix G).

5. SELECTION PANEL GUIDELINES

5.1 COMPOSITION OF THE SELECTION PANEL

The selection panel will be:

- the principal of the school or nominee (convener);
- a representative of the local or regional Aboriginal Education Consultative Group (AECG), if available, or a member of the local Aboriginal community;
- an Aboriginal parent; and
- a representative of the Aboriginal Education and Training Directorate (AETD) (e.g. Consultant for Aboriginal Education from the School Education Area office).

There must be male/female representation on the selection panel.

The panel convener, as a minimum, must be trained in selection panel techniques. It is highly recommended that all selection panel members are trained in selection techniques. The principal should arrange for any untrained members to have access to training.

5.2 INFORMATION FOR SELECTION PANEL MEMBERS

It is the responsibility of the selection panel convener, prior to the panel considering applications, to discuss the following with selection panel members:

(i) the statement of duties for the AEO;
(ii) the needs of the local school and Aboriginal community; and
(iii) the role of the selection panel and the procedures to be followed when the position is being filled through transfer or through advertisement.

Each selection panel member should also:

- be familiar with the principles of merit selection;
- be aware of their responsibilities to adhere to Equal Employment Opportunity principles;
- help to ensure that applicants feel comfortable and that there is an atmosphere of interest and respect; and
• maintain confidentiality throughout the selection process.

5.3 ROLE OF THE SELECTION PANEL

The role of the selection panel differs when a vacant AEO position is being filled through transfer or through advertisement.

(i) Position being filled through transfer

When the vacant AEO position is being filled through transfer, the purpose of the selection panel is to assess each applicant’s suitability for the position in relation to meeting the needs of the local Aboriginal community.

In this instance, it must be remembered by the selection panel that the applicant, by being a permanent AEO, has already met the selection criteria for the position of AEO.

The only reason that an applicant who has priority transfer status or who is applying for service transfer can be not recommended for the position is that the local Aboriginal community views the applicant as being not suitable for the position in relation to meeting the needs of the local Aboriginal community. In this instance, the selection panel must clearly explain in the Applicants Not Recommended Report (Appendix D) why it is not recommending an applicant in this category.

Where a selection panel has considered an applicant or applicants who have priority transfer status or who are applying for service transfer, but does not recommend any applicant, the Director, Staffing Services may consult with the Director, Aboriginal Education and Training Directorate (AETD) before making a decision to approve or not approve the selection panel's recommendation.

If the non recommendation of transfer applicant(s) is approved by the Director, Staffing Services, the SAS Staffing Team will proceed to advertise the position.
(ii) **Filling a position through advertisement**

When the vacant AEO position is being filled through advertisement, the purpose of the selection panel is to assess each applicant's suitability for the particular AEO position in relation to the selection criteria and the needs of the local Aboriginal community.

### 5.4 SHORT LISTING APPLICATIONS FOR ADVERTISED POSITIONS

All members of the selection panel will participate in a short listing of applications for advertised positions once the advertised closing date has passed. Short listing should generally be completed in the week after the closing date.

Each application must be examined in detail. The purpose of short listing applications for advertised positions is to exclude those applicants who, on the basis of their written application, do not satisfy the advertised selection criteria or are not as competitive as other applicants. A record of the short list should be completed on the Short Listing Checklist (Appendix A).

### 5.5 INTERVIEWS

The selection panel will determine, when a vacant AEO position is being filled through transfer or advertisement, whether the interviews will be face to face or by telephone. Interviews, in the main, should be of 20-30 minutes duration with sufficient time after each interview for selection panel discussion.

The selection panel can decide to conduct:

- face to face interviews for **all** applicants being interviewed. An applicant in this situation may request a telephone interview instead of a face to face interview;
- telephone interviews for **all** applicants being interviewed;

The selection panel convener should arrange for applicants being interviewed to be informed of whether the interviews are to be by telephone or face to face and the date and venue for the interviews. The use of telephone interviews may minimize disruption to schools.

A minimum of three working days notice should be given to each applicant.

Where a vacant AEO position is being filled through transfer, the selection panel will need to prepare questions which are based on the suitability of the applicant or applicants in relation to meeting the needs of the local Aboriginal community.

Where a vacant AEO position is advertised, the selection panel will need to prepare questions which are based on the selection criteria and the statement of duties. These questions should provide applicants with opportunities to demonstrate at interview their suitability for the position of AEO and their suitability in relation to meeting the needs of the local Aboriginal community.

Where there is more than one applicant interviewed, the selection panel will also need to determine the best method of comparatively assessing the interview performance of each applicant. This may include, for example, deciding how to record applicant's answers so that a comparison between the answers of each applicant can be made.
The selection panel will make its recommendation based on the applicant's suitability for the position as demonstrated at interview and the written application. These are the only factors that may be used to comparatively assess the claims of each applicant.

5.6 CONSULTING REFEREES

The panel convener and at least one other member nominated by the selection panel will contact the two referees of applicant(s) where an AEO position has been advertised.

The referees (of applicants for advertised AEO positions) are to be contacted after the interview and only for the applicants who are being considered for appointment (i.e., the recommended applicant and those placed on the eligibility list).

The function of referees is to provide advice to the selection panel on the applicant's professional competence for specific positions. As all applicants are different, it will be necessary to verify, test, and explore different issues with regard to the selection criteria for each applicant with their referees. While all questions will be based on the selection criteria, referees may be asked different questions.

5.6.1 Structured referee checks

Structured referee checks are to be undertaken for the recommended applicant where the person is not a current permanent DET employee.

In addition to DET's current recruitment and selection guidelines for contacting referees, information on the person's good character and suitability for work with or in the presence of children is to be sought from a minimum of two referees for the recommended applicant and for those applicants placed on the eligibility list.

One referee for the structured referee check will be the applicant's current supervisor, unless acceptable reasons are provided for not nominating that person.

If the applicant is not currently employed, the applicant's most recent supervisor should be nominated as the referee.

If the applicant has never been employed, the applicant may provide contact details of persons who are able to provide reliable character references. Acceptable referees include executive committee members of local community organisations. Endorsement by parents, next of kin and extended family members cannot be accepted.

A suggested question to be asked of referees for the referee check regarding working with children is: "To your knowledge is there any aspect of the applicant's behaviour, actions or activities that would make them unsuitable for working with children?"

If an applicant is not recommended as a result of the referee's response in relation to the person's good character and suitability for work with or in the presence of children, a separate written report must be submitted and signed by the selection panel and attached to the selection report.
5.7 SELECTION PANEL REPORT

The Selection Panel Report consists of a number of documents which are to be completed and signed by each member of the selection panel.

When there has been only a single applicant considered and interviewed for the position, the selection panel report would comprise:

a) Short Listing Checklist (Appendix A);

b) Recommended Applicant Report (Appendix B) or Applicants Not Recommended Report (Appendix D); and

b) Selection Panel Information (Appendix E).

When there has been more than one applicant considered and interviewed for the position, the selection panel report would comprise:

a) Short Listing Checklist (Appendix A);

b) Recommended Applicant Report (Appendix B) and/or Applicants Not Recommended Report (Appendix D);

c) Eligibility List (Appendix C); and

d) Selection Panel Information (Appendix E).

Appendices A, and B as applicable should be signed by all selection panel members and forwarded to the SAS Staffing Team 1300 737 338, together with the application forms, Prohibited Declaration form and Consent to Employment Screening form for the recommended applicant and all applicants placed on the Eligibility List.

In those cases where the selection panel members cannot make a unanimous recommendation, a minority report or reports may be submitted to the SAS Staffing Team along with the Selection Panel Report. Reports are to indicate the reasons for the recommendations, with the minority report or reports identifying the areas of difference with the majority decision. A minority report or reports are to be submitted on the appropriate form (i.e. Appendix B, C or D) and signed by the panel member concerned.

The deliberations of the selection panel are confidential and should not be discussed with anyone outside the selection panel.

5.8 POST - SELECTION AND APPROVAL ACTION

The SAS Staffing Team will inform the panel convener of the approval of the selection panel's recommendation. Following receipt of this advice, the convener will inform all applicants of the outcome of their application.

The SAS Staffing Team will proceed with the appointment of a recommended applicant following the approval of the selection panel report by the Director, Staffing Services, written acceptance from the recommended applicant and, a satisfactory outcome following a criminal record check.
Prior to entry on duty, the SAS Staffing Team will determine whether the appointees have completed any stage of the Aboriginal Education Officers Training Program at The University of Sydney, or any equivalent course, so that commencing rates of pay can be determined.

Feedback should be available to all applicants who applied for the position following the approval of the selection panel's recommendation. The selection panel convener is the only person to provide feedback. Other selection panel members should redirect to the selection panel convener any enquiries made to them.

Feedback should focus on the selection criteria and should provide positive assistance to applicants who were unsuccessful in the selection process. Where appropriate, applicants should be advised of areas where they could enhance their opportunities for future success.

* * * * * * *
Short Listing Checklist

School _______________________________________________________ District ______________________________________________________

Short listing is the most important step in providing all applicants with an equal and fair opportunity for selection. It is therefore essential that short listing be conducted by all members of the selection panel. All members of the selection panel must sign this form in the space provided.

<table>
<thead>
<tr>
<th>Name and Address (Please Print)</th>
<th>Selection Criteria</th>
<th>Comments</th>
<th>Interview</th>
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</thead>
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<tr>
<td></td>
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<td></td>
<td>Yes/No</td>
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<td>Yes/No</td>
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<td>Yes/No</td>
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</table>

I am aware of the correct procedures for short listing applications and certify that these procedures have been followed.

Name of convener ____________________ Name of local or regional AECG representative ____________________

Name of Aboriginal parent ______________ Name of Aboriginal Education and Training Directorate representative ______________

Signature ______________________ Date ______ Signature ______________________ Date ______ Signature ______________________ Date ______

NOTE: The Short Listing Checklist must include details of all applications received (Address is required only for those applicants short listed for interview)
Appendix B

Employment & Transfer of Aboriginal Education Officers

Recommended Applicant Report

School: ________________________________  SEA:______________________________

Temporary / Permanent (delete as applicable)

Recommended Applicant _____________________________ ___________________________

Reasons for recommendation (must be related to position criteria):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

The selection panel's recommendation is submitted for approval, including eligibility list and applicants not recommended for appointment, if applicable.

Principal or nominee (Convener)  Name       Signature Date

Telephone no.  _________________________________

Local or regional AECG representative  Name       Signature Date

Aboriginal parent  Name       Signature Date

Aboriginal Education and Training Directorate representative  Name       Signature Date

The selection panel's recommendation is approved.

____________________________________________________     Date __________________

Director, Staffing Services
Employment & Transfer of Aboriginal Education Officers

Eligibility List Report

Details of OTHER applicants considered suitable for appointment listed in order of merit.

Note: Comments made as reasons for suitability must discriminate between the relative merits of applicants

☐ Merit Order Name in Full:__________________________________________________________

Reasons for suitability:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

☐ Merit Order Name in Full:__________________________________________________________

Reasons for suitability:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

☐ Merit Order Name in Full:__________________________________________________________

Reasons for suitability:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Employment & Transfer of Aboriginal Education Officers

Applicants Not Recommended Report

Details of all applicants interviewed and not recommended for appointment (related to position criteria).

Name: ____________________________________________________________

Reasons for not recommending: _______________________________________
____________________________________________________________________
____________________________________________________________________
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____________________________________________________________________

Name: ____________________________________________________________

Reasons for not recommending: _______________________________________
____________________________________________________________________
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Name: ____________________________________________________________

Reasons for not recommending: _______________________________________
____________________________________________________________________
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**SELECTION PANEL STATISTICS**

**SCHOOL ADMINISTRATIVE & SUPPORT (SAS) STAFF**

**GENERAL ASSISTANTS & FARM ASSISTANTS**

Provision of information on items marked with an asterisk (*) is voluntary and confidential.

### POSITION DETAILS

<table>
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<tr>
<th>School</th>
<th>Position Title</th>
<th>Position Number</th>
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### APPLICATION DETAILS

#### Applications received

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<th>Total</th>
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<tbody>
<tr>
<td>Outside Service</td>
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<td>Female</td>
<td>Total</td>
</tr>
<tr>
<td>Total</td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
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</table>

#### Applicants called for interview

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<th>Total</th>
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<tbody>
<tr>
<td>Outside Service</td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
</tr>
<tr>
<td>Total</td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
</tr>
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</table>

### Is the position 'identified' in respect of any of the following?

- Aboriginal and Torres Strait Islanders
  - Yes/No
- People from racial, ethnic and ethno religious minority groups
  - Yes/No
- Experience of disability or appreciation of the difficulties of the disabled
  - Yes/No

### SELECTION PANEL DETAILS

<table>
<thead>
<tr>
<th>Number of persons on the panel</th>
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<tr>
<th>Number of members who participated in the short-listing process</th>
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<tr>
<th>Number of members who have undertaken formal selection techniques training</th>
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<tr>
<th>Selection Panel Members</th>
<th>Total</th>
<th>Aboriginal or Torres Strait Islander descent*</th>
<th>Racial, ethnic, or ethno religious minority group*</th>
<th>Person with a disability *</th>
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<tr>
<td></td>
<td>M</td>
<td>F</td>
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<tr>
<td>Principal or nominee (convener)</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
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<tr>
<td>Parent or Community representative</td>
<td>M</td>
<td>F</td>
<td>M</td>
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<tr>
<td>SASS officer from another school</td>
<td>M</td>
<td>F</td>
<td>M</td>
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</table>

### Aboriginal Education Officers Only

<table>
<thead>
<tr>
<th>Aboriginal Education Officers Only</th>
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<tbody>
<tr>
<td>Principal or nominee (convener)</td>
</tr>
<tr>
<td>AECG/Aboriginal community representative</td>
</tr>
<tr>
<td>Aboriginal parent</td>
</tr>
<tr>
<td>Aboriginal Education &amp; Training Directorate representative</td>
</tr>
</tbody>
</table>

| Principal or nominee (convener)    | M | F | M | F |
| AECG/Aboriginal community representative | M | F | M | F |
| Aboriginal parent                  | M | F | M | F |
| Aboriginal Education & Training Directorate representative | M | F | M | F |
Advertisement for Vacant AEO Position

SCHOOL: ____________________________________________________________

Duties:
To support Aboriginal students and parents and their teachers in developing student outcomes. To encourage the involvement of Aboriginal parents and the community in school programs.

Selection Criteria:
Aboriginality. Understanding of the needs of Aboriginal students. Knowledge of Aboriginal communities and cultures. Effective communication skills. Ability to interact with Aboriginal students and parents. Knowledge of the local Aboriginal community.

Note:
Aboriginality is a genuine occupational qualification and is authorised by Section 14 of the Anti-Discrimination Act 1977.

Progress to higher rates of pay is available to Aboriginal Education Officers on the completion of the three stages of the Aboriginal Education Officers Training Program or equivalent.

Contact Officer:
An application form and additional information may be obtained from the following contact officer: (Contact name, phone number etc )

Closing date: ________________________________

Applications forwarded to:
Advertisements AEO Position

Guidelines for Contact Officers

Responsibilities

The purpose of nominating a contact officer is to provide applicants with the opportunity to obtain detailed information about the duties and responsibilities of the position. The contact officer should, therefore, be someone who is able to present prospective applicants with a clear picture of the position requirements.

Potential applicants should be informed of the principal duties of the position including community liaison, teacher support and assisting to meet the needs of Aboriginal students. Contact officers will also need to state that Aboriginal Education Officers are important members of a school team and are required to work closely with the principal, other executive and teachers, school administrative and support staff, school counsellors, first aid officer and support services outside the school, to enhance the educational opportunities of Aboriginal students.

The contact officer should be receptive to all enquirers and should not discourage potential applicants from making personal contact when seeking further information.

Application Package

The contact officer should ensure that there is an adequate supply of the application package and that requests for packages are processed promptly.

The application package should comprise the following:

- the Aboriginal Education Officer Application for Employment form;
- AEO statement of duties;
- a copy of the Department's Aboriginal Education Policy, and
- any additional information specific to the particular school.

Statement of Duties

Contact officers should be prepared to discuss the statement of duties with enquirers and should provide information about the importance of each duty in terms of the needs of the school and the local Aboriginal community.

Selection Criteria

Contact officers will need to explain that applicants will be initially short listed on the basis of whether or not they meet selection criteria detailed in the advertisement. Applicants who do not meet the stated selection criteria will not be interviewed.
Following interview, applicants will be ranked in order of merit i.e. their suitability for undertaking the full range of duties will be compared with other applicants.

**Commencing salary and employment conditions**

Potential applicants should be advised of the salary scale and employment conditions applying to Aboriginal Education Officers. These details are summarised in the *Crown Employees (School Administrative and Support Staff) Award*.

Potential applicants should be informed that the Department has a strong commitment to providing employment and career development opportunities for Aboriginal people. The Department’s *Aboriginal Employment and Career Development Program* provides a number of opportunities for Aboriginal staff to further develop skills and gain awareness of other areas of the Department’s workforce.

**Remember**

Contact officers must observe the Department's commitment to maintaining equality of employment opportunity by taking every reasonable step to assist potential applicants. In doing so, enquirers will be more likely to formally seek employment, thus increasing the number of applicants for each vacancy.

* * * * * * *
This application for employment is in response to an advertisement for the position of Aboriginal Education Officer at ______________________________ School.

Please return this form to the address shown in the advertisement.

**SECTION 1 - PERSONAL DETAILS**

<table>
<thead>
<tr>
<th>Preferred form of address</th>
<th>Ms</th>
<th>Miss</th>
<th>Mrs</th>
<th>Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td></td>
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<tr>
<td>Former Name(s)</td>
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<tr>
<td>Place of Birth</td>
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</tr>
<tr>
<td>Address</td>
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<td>Mail Address</td>
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</tbody>
</table>

**SECTION 2 - SECONDARY EDUCATION**

*Please provide details of any secondary education completed.*

<table>
<thead>
<tr>
<th>School</th>
<th>Year/s attended</th>
<th>Final year attended</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

*Subjects completed*

*Certificate Awarded*

**SECTION 3 – REFEREES**

*Please provide details of the names and contact telephone numbers of two referees.*

<table>
<thead>
<tr>
<th>Name of referee</th>
<th>Contact address</th>
<th>Contact telephone</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Declaration**

I am aware that if any statement on this form is found to be deliberately misleading I may be liable for dismissal. I am aware that a check of police records will be conducted as part of my application for employment and that existence of a criminal record may affect my employment prospects.

Signature of applicant _____________________________ Date _______________
SECTION 4 - TERTIARY EDUCATION

Please provide details of any tertiary education completed. Attach copies of transcripts.

Course enrolled in    TAFE/College/University    During years

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Certificates/Diplomas/Degrees Awarded

_____________________________________________________________________________

SECTION 5 - OTHER SKILLS QUALIFICATIONS AND INTERESTS

Please include details of professional qualifications, short courses and relevant community and social activities. Please attach photocopies of any certificates awarded.

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

SECTION 6 - EMPLOYMENT HISTORY

Please provide details of any relevant paid or voluntary work undertaken. References may also be attached.

<table>
<thead>
<tr>
<th>Period From</th>
<th>To</th>
<th>Name of employer</th>
<th>Position held and summary of main relevant duties</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
SECTION 7 - SELECTION CRITERIA

Statements made in this section will assist in determining your suitability for employment as an Aboriginal Education Officer.

Please record relevant qualifications and/or experience in the space provided.

Extra pages can be attached if necessary.

Aboriginality:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Understanding of the needs of Aboriginal students
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Knowledge of Aboriginal communities and cultures
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Effective communication skills
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Ability to interact with Aboriginal students and parents
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Knowledge of the local Aboriginal community
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
APPLICATION FOR TRANSFER
SCHOOL ADMINISTRATIVE AND SUPPORT STAFF, FARM ASSISTANTS AND GENERAL ASSISTANTS

Classification Sought
(e.g. School Assistant, Teachers’ Aide Special, Aboriginal Education Officer, General Assistant)

Section 1—Personal details

Family name ___________________________ Given name(s) ___________________________
Employee number ________________________________
Home address ____________________________________________ Post code ___________
Home telephone number ( ) ________________________ Mobile telephone ________________________
If you intend to move, please state approximate date / /
New/contact address ____________________________________________ Post code __________
Contact telephone number ( ) ________________________

Section 2—Type of transfer

☐ Nominated ☐ Position abolished ☐ Position reduced ☐
☐ Compassionate Please provide details and supporting documentation
☐ Service, including resumption from leave without right of return to current position
☐ ☐ Same classification ☐ ☐ Different classification ☐
☐ Resumption from leave without right of return to former position. Anticipated date of return / /

Section 3—Details of current positions(s)

<table>
<thead>
<tr>
<th>School Code</th>
<th>School name</th>
<th>Position initials (e.g. SAO)</th>
<th>Hours per week</th>
<th>School telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>5</td>
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</tr>
</tbody>
</table>

Section 4—Length of permanent service for transfer purposes

<table>
<thead>
<tr>
<th>Initial Entry on Duty (to a permanent SASS/FA/GA position)</th>
<th>Full-time Leave Without Pay (where you were absent for all of your normal working week)</th>
<th>All other Leave Without Pay (Include strike days and LWOP (except approved part-time LWOP) where you were not absent for all of your normal working week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Number of weeks</td>
<td>Number of days</td>
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<td>/ /</td>
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</tbody>
</table>

Have you resigned and been re-employed as a permanent SASS/FA/GA since your initial entry on duty?

YES/NO (delete as appropriate)

Please complete Page 2 of application
### Section 5—Certification by applicant and recommendation by principal

I certify that the information provided in this application is complete and correct.

(Note: Any statement found to be misleading may result in rejection of this application. If a statement is found to be misleading and the applicant has been appointed to a new position, the appointment may be rescinded.)

Applicant’s signature __________________________________________ Date _______/________/______

Principal’s recommendation (reason must be given if application is not supported)

___________________________________________________________________________________________
___________________________________________________________________________________________

Principal’s name __________________________________

Signature __________________________________________ Date ______/________/_______

Principals should provide a copy of the completed application form to the applicant

### Section 6—Details of position sought

<table>
<thead>
<tr>
<th>Hours of employment preferred</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Additional to present position only</th>
</tr>
</thead>
</table>

**Please note** that you will only be considered for positions that match your preferred hours of employment. You may indicate both full and part-time hours if you wish to be considered for all vacancies on your preference list.

### Preferences (NB Your application cannot be processed if the code number is not shown)

<table>
<thead>
<tr>
<th>School Education Area (SEA) or School Name</th>
<th>Code</th>
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<tbody>
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<table>
<thead>
<tr>
<th>School Education Area (SEA) or School Name</th>
<th>Code</th>
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Please attach additional page if required
**Consent to employment screening**

This form is to be completed by persons whose names are to be submitted for employment screening as part of the Working with Children Check.

**Employers are required to sight applicant’s original identifying documents.**

### Personal details

<table>
<thead>
<tr>
<th>Surname</th>
<th>Block letters</th>
<th>Title (Mr, Mrs, Ms):</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>First name</th>
<th>Middle name</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Previous names/aliases or maiden names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>(City, State and Country)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Place of birth</th>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Position applied for</th>
<th>Location of position</th>
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</table>

### Consent to screening

I certify that the above information is accurate and I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal. I am aware that if I am considered for child-related employment several checks will be undertaken to ascertain my suitability, including:

1. A national criminal records check for all convictions vetted in accordance with the Criminal Records Act 1991 or, if a Commonwealth offence, the Commonwealth Crimes Act 1914.
   - For the purpose of employment in certain occupations such as a teacher or teacher’s aide, section 15 of the Criminal Records Act 1991 excludes the operation of spent conviction legislation.
2. A national criminal record check for charges and/or convictions (including spent convictions) for:
   - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
   - any child-related personal violence offence;
   - any assault, ill treatment or neglect of, or psychological harm to a child;
   - any registrable offence;
   - punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:
- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

- A check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of children; and

4. A check for relevant employment proceedings involving reportable conduct or an act of violence committed by the employee in the course of employment and in the presence of children. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a Registrable person under the Child Protection (Offenders Registration) Act 2000, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed assessment.

I acknowledge that:
- the above information and any information obtained during the Working with Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working with Children Check;
- The Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working with Children background check with other to support further estimates of risks arising from additional Working with Children background checks;
- the outcome of an estimate of risk conducted with information obtained through the Working with Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with section 36 (1) (f) of the Commission for Children and Young People Act 1998.

**Signature**

<table>
<thead>
<tr>
<th>Name of employer contact</th>
<th>Designation</th>
<th>Signature</th>
<th>Telephone No.</th>
</tr>
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</table>

**Office use only**

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-26-
The Commission for Children and Young People Act 1998 makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the Child Protection (Offenders Registration) Act 2000) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the Working With Children Employer Guidelines.

Section 33B of the Commission for Children and Young People Act 1998 defines a serious sex offence as:

- An offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- An offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- An offence under section 80D or 80E (sexual servitude) of the Crimes Act 1900, committed against a child; or
- An offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the Crimes Act 1900 or a similar offence under a law other than a law of New South Wales; or
- An offence under Section 91H, 578B or 578C (2A) (child pornography) of the Crimes Act 1900 or a similar offence under a law other than a law of New South Wales; or
- An offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- Any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the Commission for Children and Young People Act 1998 defines a child-related personal violence offence as an offence committed by an adult:

- Involving intentionally wounding and causing grievous bodily harm to a child; or
- Of attempting, or of conspiracy or incitement, to commit such an offence

Under Commission for Children and Young People Act 1998:

- It is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child-related employment;
- Employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are prohibited person or not;
- All people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- Penalties are imposed for non compliance

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the Commission for Children and Young People Act 1998, or if I am a Registrable Person under the Child Protection (Offenders Registration) Act 2000.

I have read and understood the above information in relation to the Commission for Children and Young People Act 1998. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child-related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Note: Seek independent legal advice if you are unsure of your status as a prohibited person.

THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER
DECLARATION BY APPLICANT

Health Details

Applicants should read and complete this declaration carefully.

Applicants should note that a medical examination may be requested for the purpose of permanent employment. In some instances a medical condition may preclude employment within the NSW Department of Education and Training.

Declaration (Complete either Section A or section B)

Section A

To the best of my knowledge I do not have a medical condition that would prevent me from carrying out the full range of duties of a school administrative and support staff (SASS) member,

Signature: Date: / /

OR

Section B

I do have a medical condition that may prevent me carrying out the full range of duties of a school administrative and support staff (SASS) member.

Details:

Signature: Date: / /

Please note that providing false or misleading information may result in a SASS member’s service being terminated.

Name: ___________________________ Telephone: ___________________________

Address: ___________________________

Note: This declaration must be completed and returned with your Acceptance of Offer. Your appointment as a permanent on probation will be delayed if this declaration is not forwarded or is incomplete