2009

CAREERS ADVISER RETRAINING PROGRAM
CO N T E N T S

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Introduction

The following information is provided to assist teachers, eligible for inclusion in the 2009 Careers Adviser Retraining Program, to complete their application.

This program provides support for teachers currently employed in New South Wales public schools in careers adviser positions to complete initial qualifications in career education. Teachers in this program are targeted for retraining through the Department’s School Staffing Unit each year.

Participants undertake a twelve month program of part-time study by distance education that meets the Department’s requirements for accreditation as a careers adviser. They remain in their careers adviser position during the period of retraining and for two years after successful completion.

Retraining model

The 2009 Careers Adviser Retraining Program is a one year part-time postgraduate tertiary program by distance delivery.

You will be required to participate in, and successfully meet, all University and Departmental requirements of the retraining program including:

- assessment tasks required by the university
- a two day compulsory orientation session
- one compulsory workshop session (during July school holidays)
- three day professional practice placement
- a mentor support program.

Participants must have access to appropriate computer hardware and software during training. The minimum hardware requirement is a personal computer with the ability to access the internet. Software installed must include a web browser and Microsoft® Office suite of applications.

Program Outline

The program of activities during your one year part-time program is as follows:

<table>
<thead>
<tr>
<th>Orientation session (DET &amp; RMIT)</th>
<th>4 – 5 March 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional practice placement</td>
<td>Semester 1 2009</td>
</tr>
<tr>
<td>Mentor support program</td>
<td>One day per semester</td>
</tr>
<tr>
<td>*Mid course workshop (RMIT)</td>
<td>23 – 24 July 2009 (school holiday period)</td>
</tr>
<tr>
<td>Service commitment period</td>
<td>2010 and 2011</td>
</tr>
</tbody>
</table>

* University and Departmental orientation and workshop sessions are held in Sydney.

Training provider

The Royal Melbourne Institute of Technology (RMIT) University will deliver the training program which leads to the award of Graduate Certificate in Careers Education and Development. The university program coordinator is Michael Hastings. Further details are available at http://www.rmit.edu.au/programs/gc044.
University course details

The Graduate Certificate comprises 2 subjects taken over a 12 month period:

**Semester 1: Foundation Studies in Careers**

This subject looks at the changing world of work, recent career development policy and initiatives in Australia, theoretical accounts of career development and their application in life and work. Current issues in education and training are considered, including equity and access, education policies at a system level and initiatives in vocational education and training.

**Semester 2: Counselling & Assessment**

This subject provides an understanding of the counselling process and the ethical considerations in counselling and assessment. Using a Narrative approach to counselling in careers, the course enables participants to develop generic counselling skills and the ability to effectively integrate vocational tests and inventories in counselling.

On successful completion you will receive a *Graduate Certificate in Careers Education and Development* from RMIT and will be accredited as a careers adviser in NSW public schools.

Eligibility criteria

To be eligible for retraining, you must:

- be a qualified graduate secondary school teacher
- be appointed to a careers adviser position without teaching approval in career education
- be prepared to undertake the role of careers adviser for a period of two years following successful completion of retraining.

Financial support

Teachers undertaking the 2009 *Careers Adviser Retraining Program* will receive the following financial support:

- payment of university course fees associated with training (approx $6000)
- a one-off $300 general purpose allowance to assist with technology support, printing and textbooks
- an allocation of relief for up to 9 days (approx $2700) will be provided to the school to meet training requirements as follows:
  - two days relief for mentoring support
  - two days relief to attend compulsory orientation and residential sessions
  - two days relief to meet study requirements (one day per semester)
  - three days relief for professional practice placement.
- reimbursement of approved travel and accommodation costs to attend compulsory program activities.

Fringe Benefit Tax

When the Department provides its employees with benefits, there may be a Fringe Benefit Tax (FBT) implication.

Where the Department incurs FBT for benefits provided to its employees, the Commonwealth requires certain benefits to be disclosed on the individual employee’s payment summary (formerly group certificate). This is known as the Reportable Fringe Benefits Amount (RFBA) and usually appears in a box in the top right hand corner of the payment summary.
An RFBA on the employee’s payment summary does not mean the employee has an income tax or FBT liability. However the RFBA is used to assess eligibility for other Commonwealth benefits and obligations, for example the Medicare levy.

You are advised to seek financial advice regarding FBT implications. For further information a fact sheet is available from the Australian Taxation Office (ATO) which will provide details on likely impacts and thresholds. FBT publications are available on the ATO website www.ato.gov.au. There is also a Personal Tax Information Line on 13 28 61.

Selection process

Application packages will be forwarded by the Retraining Unit to recently appointed careers advisers who are identified by the Department’s School Staffing Unit and meet the eligibility criteria listed above. The Department’s Human Resources Directorate will assess applications. Verified program participants will:

- be subject to a probity check
- be required to consent to employment screening
- enter into a Deed of Agreement which will include a financial liability if the Deed of Agreement is not fulfilled
- commit to serve as a careers adviser for two continuous years after successful completion of the retraining program.

The timeline for completion of the selection process is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2008 – December 2008</td>
<td>program participants identified by School Staffing Unit and Retraining Unit</td>
</tr>
<tr>
<td>October 2008 – December 2008</td>
<td>applications forwarded to identified participants</td>
</tr>
<tr>
<td>October 2008 - December 2008</td>
<td>review of applications conducted by Retraining Unit</td>
</tr>
<tr>
<td>November 2008 – January 2009</td>
<td>successful applicants notified</td>
</tr>
</tbody>
</table>

Deed of Agreement

The Deed of Agreement specifies the duration and the area of the service commitment and outlines your responsibilities and those of the Department.

The Deed of Agreement is a legally binding document. You are urged to examine the terms of the Deed of Agreement closely. A sample Deed of Agreement (Appendix 1) has been provided for your information.

Please do not return the sample Deed of Agreement with your application.

Successful applicants are sent a countersigned original copy of the Deed of Agreement. The Department also holds an original copy.

Application guidelines

Application forms: You must complete all relevant sections on both the DET Application Form (Appendix 2) and the RMIT Application Form (Appendix 3).

To be considered for the Careers Adviser Retraining Program, you must complete both application forms and send them in to the Retraining Unit within 7 days. Ensure that you have included the following:
**Required documentation:** Do not send original academic transcripts. However photocopies of these documents must be verified as true and accurate copies of the originals by a representative of issuing institution, a Justice of the Peace or a Department of Education and Training senior officer (such as a principal).

The verifier must write ‘This is a true copy of the original document sighted by me’. Sign and print the following details: name, address, business hours telephone number, profession or organisation and the date verified. They must include the official stamp or seal of the verifier’s organisation. In addition to the above, a Justice of the Peace must also print their registration number and the state in which they are registered as a Justice of the Peace.

Consistent with NSW Government policy (Premier’s Department Circular 2004-03), any person who falsifies their record of academic and/or professional qualifications to gain employment may be dismissed and/or prosecuted.

*Prohibited Employment Declaration and Consent to Employment Screening forms:* You must complete, sign and include these two forms with your application.

**Further information**

Further information on the 2009 *Careers Adviser Retraining Program* is available from the Retraining Unit during office hours from 8:30am to 4:30pm. Please contact:

**Jane Hayes**  
Project Officer, Retraining  
Retraining Unit  
Human Resources Directorate  
Telephone: (02) 9836 9040  
Call Centre: 1 300 300 634  
Fax: (02) 9836 9900  
Email: jane.hayes@det.nsw.edu.au

**Susan Ridley**  
R/Senior Project Officer, Retraining  
Retraining Unit  
Human Resources Directorate  
Telephone: (02) 9836 9893  
Call Centre: 1 300 300 634  
Fax: (02) 9836 9900  
Email: susan.ridley@det.nsw.edu.au
Checklist

Please note that all required documentation should be submitted with your application.

In submitting your application, please ensure you:

- complete all relevant sections of the DET application form
- complete all relevant sections of the RMIT application form
- include your academic transcript. Copies must be certified as exact copies of original documents by representatives of issuing institution, a Justice of the Peace or a Department of Education and Training senior officer, such as a principal.
- complete, sign and include the Prohibited Employment Declaration form and the Consent to Employment Screening form.
- make a copy of your completed application for your own records.

Send your completed application to arrive within 7 days to:

Anne Van Gramberg
Programs Support Officer
Careers Adviser Retraining Program
Retraining Unit
Human Resources Directorate
Locked Bag 3023
BLACKTOWN NSW 2148