

# Grey Nomad Employment Program Teacher Applicant Guide

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The guide outlines the application process involved for applicants seeking employment as a teacher with the Department of Education and Training, through the *Grey Nomad Employment Program*.

It is provided to assist applicants to complete their applications to become Grey Nomad Employment Program Teachers.

Applicants are advised that applications not completed correctly or not supported by the appropriate documentary evidence will be delayed. Applicants should read the guide carefully before completing and submitting their application or expression of interest.

## Grey Nomads Employment Program

During 2009, the Department of Education and Training is undertaking a pilot program that will support 'Grey Nomads' who are interested in temporary teaching placements in Regional Queensland schools.

Information about the program is available at [www.teach.qld.gov.au](http://www.teach.qld.gov.au).

The educational regions who are participating in this program in 2009 include:

- Fitzroy Central West Qld;
- North Queensland; and
- Darling Downs and South West Queensland.

## EMPLOYMENT INFORMATION

### Types of Teacher Employment

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The Department of Education and Training is Queensland's major employer of teachers. Grey Nomad Employment Program Teachers are employed in the following capacities:

**Temporary Engagement:** Teachers are engaged for periods of six days or more and may either on a full-time or part-time basis.

**Casual:** Casual, 'relief' or 'supply' teachers can be engaged on an hourly basis, usually during the absence of a teacher on short-term leave.

Applicants seeking employment through the *Grey Nomad Employment Program* may elect to apply for either or both of the "Temporary" or "Casual" types. All applicants, no matter what type of teacher employment you are wishing to be engaged in, are required to disclose information regarding criminal conviction offences. The Queensland College of Teachers conducts its own checks on any criminal history of applicants for registration.

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### Applicant Types

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#### 1. Grey Nomads

Grey Nomad Employment Program Teacher Applicants are categorised the same as General Applicants as they are applicants who can substantiate, through the provision of documentary or other evidence that they have successfully completed a minimum of one continuous year of permanent teaching service with a recognised education authority and are eligible for teacher registration with the Queensland College of Teachers.

#### 2. Grey Nomad Specialised Areas

Specialised teaching areas include:

- a) Languages Other Than English (LOTE)

b) Instructor positions in Music or Dance.

**LOTE**

Applicants applying for LOTE teaching positions are required to undergo a language proficiency assessment. These applicants are required to submit a LOTE Proficiency Assessment Application to the Queensland LOTE Centre. Further information regarding Languages other than English (LOTE) can be accessed via the Department's website: [www.education.qld.gov.au/curriculum/area/lotte/](http://www.education.qld.gov.au/curriculum/area/lotte/)

For information regarding the [LOTE proficiency assessment](#).

**Instrumental Music**

Applicants applying for Instrumental Music Instructor positions are required to undergo an Instrumental Music proficiency assessment. These applicants are required to submit an Application for Instrumental Music Assessment to the Workforce Operations Unit. Further information regarding Instrumental Music can be accessed via the Department's website: [www.education.qld.gov.au/community/fanfare/imp.html](http://www.education.qld.gov.au/community/fanfare/imp.html)

For information regarding the [Instrumental Music proficiency assessment](#) .

**Working with Children Check Requirements**

Instructors, both Instrumental Music and Dance, Community and Assistant Teachers and Scholarship Holders are not required (not eligible) to obtain Queensland College of Teachers (QCT) Registration but are still required to submit an Application for Teacher Employment.

However, Instructors, both Instrumental Music and Dance, Community and Assistant Teachers and Scholarship Holders are required to obtain a Blue Card to work with children. Under the *Commission for Children and Young People and Child Guardian Act (2000)*, people who work with children under 18 in particular businesses or categories of paid or voluntary employment, must undergo employment screening.

The Commission for Children and Young People and Child Guardian website can be accessed at <http://www.childcomm.qld.gov.au> and provides information on how the Working With Children check and blue card system operates. [Blue card application forms](#) can also be accessed on the Commission for Children and Young People and Child Guardian website.

## How to Apply

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### Have you been employed as a teacher by Education Queensland previously?

No - If you have NOT worked as a teacher with Education Queensland before you must complete the *Application for Teacher Employment*, not this *Expression of Interest*. The *Application for Teacher Employment* provides a section for new applicants wishing to become teachers under this strategy to complete.. Please refer to the Guide for Teacher Applicants which can be accessed via <http://education.qld.gov.au/hr/recruitment/teaching/application-forms.html>

Yes - If you have been employed by Education Queensland in some teaching capacity previously you do not need to complete the *Application for Teacher Employment*.

Instead, you will only need to complete the "**Grey Nomad Teacher Employment Expression of Interest**". Refer below.

### Forward your completed expression of interest form to:

**Teacher Applicant Centre**  
**PO Box 469**  
**IPSWICH QLD 4305**

### Please follow the following steps:

(If you are aware of your employment number (identification number) please provide on this document)

#### **Step 1: Check your eligibility - Do you have Queensland Teacher Registration?**

To be eligible to teach in Queensland, applicants must obtain teacher registration with the Queensland College of Teachers (QCT).

To enquire about teacher registration, contact:

Queensland College of Teachers  
Floor 10  
Sherwood House  
39 Sherwood Road  
TOOWONG QLD 4066

Telephone (07) 3377 4777  
Email: [enquiries@qct.edu.au](mailto:enquiries@qct.edu.au)  
Website: <http://www.qct.edu.au>

#### **Step 2: Complete the Grey Nomad Teacher Employment Expression of Interest**

The *Grey Nomad Teacher Employment Expression of Interest* must be completed in full. Information provided in this guide and on the expression of interest itself will assist applicants to complete their expression of interest. The expression of interest can be completed electronically or handwritten. The *Grey Nomad Teacher Employment Expression of Interest* however can only be submitted in hard copy format.

For further information about completing the expression of interest, please refer to the [Guide for Teacher Applicants](#) section page 12 of this guide.

#### **Step 3: Attach documentary evidence**

**All documentary evidence must be certified by an authorised person, such as a principal or their nominee, personnel from a region/district education office, a Justice of the Peace, a Commissioner for Declarations or a solicitor.**

DO NOT SEND ORIGINALS.

If it is impossible for an applicant to provide certain evidence, the applicant must provide written advice detailing the circumstances with their application.

Your application can only proceed if it is accompanied by CERTIFIED photocopies of the following documents

- The applicant's **current certificate of teacher registration from the Queensland College of Teachers**. The receipt for lodging application for registration is not accepted as proof of teacher registration.
- **Additional Award certificate and statements of service.**
  - An application for recognition of prior teaching/industry experience must be submitted within one (1) month from the date of appointment. Supporting documentation, Statement of Service, meeting the specified guidelines, must then be received in the Teachers Classification Team within 3 months from the date of appointment.
  - Failure to meet these timelines will result in an applicant's teacher salary classification level being increased only from the date final documentation is received by the Teacher Classification Team, PMB 15158, City East, QLD 4002.
  - For further information in relation to Statement of Service please refer to the [Statement of Service](#) section page 5 of this guide.

Changes of name appearing on any of these documents should be accompanied by relevant documentary evidence (e.g. deed poll, marriage certificate).

#### **Step 4: Submit your Grey Nomad Teacher Employment Expression of Interest**

The Grey Nomad Teacher Employment Expression of Interest and the necessary certified documentation should be submitted to the Teacher Applicant Centre (TAC).

Written confirmation of receipt of your expression of interest will be sent by TAC and a Department of Education and Training Identification Number will be confirmed.

**Only one expression of interest needs to be submitted, regardless of the number of employment types or geographical locations nominated. Application details are recorded on the Department's Human Resource Management Information System and are available to each of the Regional Offices across the State.**

#### ***Notification of changes to application:***

It is an applicant's responsibility to keep the Department of Education and Training informed of any change to their application information. Advice of the relevant changes is required to be in writing and should be sent to the TAC.

Contact details for TAC are provided on page 10.

## **Personal Information**

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All Applicants are required to disclose information regarding criminal conviction offences. The Queensland College of Teachers conducts criminal history checks on all applicants for teacher registration and undertakes regular checks on all registered teachers.

#### **Private/sexual relationships**

The Department of Education and Training has a strict policy and code of conduct concerning private employee relationships with Queensland State School students. From 14 July 2003, the Department of Education and Training teachers are prohibited from engaging in a private/sexual relationship with any Queensland State School students aged between 16 and 18 years of age, unless official approval has been given to the continuation of an existing relationship. If you have an ongoing private/sexual relationship with a Queensland State School student aged under 18 years of age, and wish to be employed as a teacher with the Department of Education and Training, you must confidentially declare this information to the Department's Ethical Standards Unit, telephone (07) 3405 6357, prior to commencing employment with the Department of Education and Training. Failure to make this declaration prior to commencing employment with the Department of Education and Training could result in termination of your employment or other disciplinary action being taken. A Declared relationship with a student between 16 and 18 years of age may continue after employment commences where there is no conflict between the private relationship and the proper performance of work duties.

## **Convictions**

All applicants for school based positions are required under Section 9A of the *Criminal Law (Rehabilitation of Offenders) Act 1986*, to disclose information regarding criminal convictions for certain offences. Disclosures necessary even though it may be possible to legally deny the existence of these offences under the rehabilitation period. This includes, but is not limited to, offences related to drug misuse, offences of a sexual nature, abductions and offences against liberty and morality. Disclosure is required whether the offences were committed in or outside of Queensland.

Details of criminal convictions should be submitted in an envelope marked "Confidential" with the application. Checks on criminal convictions of appointees may be conducted to verify the information provided.

## **Statement of Service**

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Prior teaching/industry experience may be recognised for salary classification purposes for Grey Nomad temporary employment. These statements must be certified and submitted to the Teacher Classification Team (see address details below) who will assess the statements of service for relevance, appropriateness and impact on teacher classification and salary. Grey Nomad Applicants employed in a temporary capacity who have not submitted CERTIFIED support documentation will need to do so as per the guidelines below.

### **STATEMENT OF SERVICE GUIDELINES**

On 6 August 2002 a policy was approved specifying the criteria for recognition of prior service relating to teaching and industry experience.

Each application for recognition of prior teaching or industry experience must be accompanied by appropriate supporting documentary evidence.

All applications for an adjustment to salary classification levels via the recognition of prior teaching or industry experience must be accompanied by a statement of service from the previous employer/s for which affiliated/certified school or institution the applicant has worked (refer below).

### **Upon Appointment**

An application for recognition of prior teaching/industry experience must be submitted within one (1) month. Supporting documentation (Statement of Service) must then be received by the Teacher Classification Team with three (3) months.

Failure to meet these timelines will result in your classification level being increased only from the date final documentation is received.

### **Documentary Evidence**

A statement of service is a document that satisfies the following criteria:

- Must be an original or certified copy of an original document;
- Must be on the letterhead of the organisation for the affiliated/certified school or institution;
- Must provide the location details of the institution;
- Must specify the exact nature of the employment performed and position held;
- Must specify the exact commencement and cessation dates of employment;
- Must indicate whether or not any periods of unpaid leave were taken, if no leave without pay was taken then the statement must show "nil leave taken";
- Must provide the commencement and cessation dates of any unpaid leave; and
- Must indicate periods of full-time or part-time employment. If part-time, hours worked per week must be provided. *NB: casual day-to-day service on an irregular basis is not recognised by this department for classification purposes. To recognise casual service, 6+ consecutive days in one location is required, or a pattern of working consecutive weeks on same days at the one location needs to be established.*

Please forward Statements of Service, which meet the above criteria to:

Teacher Classification Team  
Human Resource Services Branch  
Department of Education and Training  
PO Box 15033  
CITY EAST QLD 4002

## Check list, Mailing and Contact Details

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### Check List (all documents certified and attached to application)

- Current certificate of teacher registration with Queensland College of Teachers (QCT). The receipt of lodging your application is not acceptable;
- Statement/s of service from previous employers other than the Department of Education and Training, for whom you have worked as a teacher;
- Award certificate/s;

### Mailing and Contact details

Send application to the Teacher Applicant Centre and if you have any enquiries regarding any part of the application please contact by phone or email.

Teacher Applicant Centre  
Department of Education and Training  
PO Box 469,  
IPSWICH QLD 4305

Phone: 1300 137 228

Email enquiries: [tac@deta.qld.gov.au](mailto:tac@deta.qld.gov.au)

## REGIONAL OFFICE CONTACT DETAILS

Region	Address
<b>Teacher Applicant Centre (TAC)</b> <i>(Please note: All Applications for Teacher Employment need to be forwarded to this Centre)</i>	<b>PO Box 469, Ipswich Qld 4305 Cnr Gordon and South Streets, IPSWICH Ph: 1300 137 228 Fx: 3280 1088</b>
<b>Darling Downs and South West Queensland</b>	<b>PO Box 38, Toowoomba Qld 4350 178 Hume Street, TOOWOOMBA Ph: 4616 9111 Fx: 4616 9101</b>
<b>Fitzroy Central West Queensland</b>	<b>PO Box 138, Rockhampton Qld 4700 Level 4, 209 Bolsover Street, ROCKHAMPTON Ph: 4938 4661 Fx: 4938 4921</b>
<b>North Queensland</b>	<b>PO Box 5179, Townsville Qld 4817 187-209 Stanley Street, TOWNSVILLE Ph: 4726 3111 Fx: 4726 3100</b>

## TABLE A: EARLY CHILDHOOD AND PRIMARY TEACHING AREA PREFERENCES

Early Phase - Prep to Year 3  
Middle Schooling Years 4 – 7  
Music  
Physical Education  
Teacher Librarian  
Years P – 3  
Years 4 – 5  
Years 6 – 7

**LOTE**  
Chinese  
French  
German  
Indonesian  
Italian  
Japanese  
Korean  
Spanish  
Vietnamese

Learning Difficulties  
Multiage  
Behaviour Management  
English as a Second Language  
Outdoor Education  
Information & Communication Technologies  
Instrumental Music

**TABLE B: KEY LEARNING AREAS AND SECONDARY SUBJECT PREFERENCES**

<b>KLA/SUBJECT</b>	<b>8</b>	<b>9/10</b>	<b>11/12</b>	<b>KLA/SUBJECT</b>	<b>8</b>	<b>9/10</b>	<b>11/12</b>
<b>English</b>				<b>Technology</b>			
English	X	X	X	Technology	X	X	
English Extension (Literature)			X	Agricultural Education		X	
				Business Education		X	
<b>Health and Physical Education</b>				Home Economics		X	X
Health and Physical Education	X	X		Industrial Technology and Design		X	
Health Education			X	ICT Education		X	
Physical Education			X	Engineering Technology			X
				Graphics			X
<b>Languages Other Than English (LOTE)</b>				Technology Studies			X
French	X	X	X	Information Technology Systems			X
French Extension			X	Information Processing and Technology			X
German	X	X	X	<b>The Arts</b>			
German Extension			X	Visual Art	X	X	X
Italian	X	X	X	Music	X	X	X
Modern Greek			X	Music Extension			X
Russian			X	Dance	X	X	X
Indonesian	X	X	X	Media	X	X	
Indonesian Extension			X	Drama	X	X	X
Chinese	X	X	X	Film, Television and New Media			X
Japanese	X	X	X	<b>Other QSA Subjects</b>			
Spanish			X	Aboriginal and Torres Strait Islander Studies			X
Vietnamese			X	Agricultural Science			X
Korean	X	X	X	Accounting			X
Latin			X	Business Communication and Technologies			X
Polish			X	Business Organisation and Management			X
<b>Mathematics</b>				Legal Studies			X
Mathematics	X	X		Hospitality Studies			X
Mathematics A			X	Study of Religion			X
Mathematics B			X	Aerospace Studies			X
Mathematics C			X	Tourism			X
Philosophy and Reason			X	<b>QSA Study Area Specifications</b>			
				Agriculture and Horticulture			X
<b>Science</b>				Creative-Arts			X
Science	X	X		Business			X
Chemistry			X	Information Communications and Technology			X
Physics			X	Early Childhood Practices			X
Biology			X	English Communication			X
Earth Science			X	Hospitality			X
Multi-Strand Science			X	Manufacturing			X
Marine Studies			X	Functional English			X
Science21			X	Functional Mathematics			X
				Marine and Aquatic Practices			X
<b>Studies of Society and Environment</b>				Recreation			X
SOSE	X	X		Religion and Ethics			X
Civics		X		Social and Community Studies			X
Geography		X	X	Prevocational Mathematics			X
History		X					
Ancient History			X	<b>Speciality Areas</b>			
Modern History			X	Teacher Librarian			
Economics			X	Outdoor Education			
Political Studies			X	Special Needs Support Group			
Futures			X	Middle Schooling			
Study of Society			X	English as a Second Language			
				Instrumental Music			

**TABLE C: STUDENTS WITH DISABILITIES TEACHING AREA PREFERENCES (SPECIAL)**

Autistic Spectrum Disorder Hearing Impairment Intellectual Impairment Multiple Impairment Physical Impairment Speech Language Impairment Visual Impairment  Early Intervention
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**TABLE D: INSTRUMENTAL MUSIC**

DESCRIPTION	PERFORMANCE LEVEL	DESCRIPTION
FLUTE CLARINET SAXOPHONE OBOE BASSOON TUNED PERCUSSION UNTUNED PERCUSSION	PA PI PE	PERFORM TO ADVANCED LEVEL PERFORM TO INTERMEDIATE LEVEL PERFORM TO ELEMENTARY LEVEL
	<b>TEACHING LEVEL</b>	<b>DESCRIPTION</b>
TRUMPET TROMBONE FRENCH HORN EUPHONIUM/TUBA VIOLIN VIOLA CELLO DOUBLE BASS PIANO ORGAN	TA TI TE	TEACH TO ADVANCED LEVEL TEACH TO INTERMEDIATE LEVEL TEACH TO ELEMENTARY LEVEL