

June 2025

Information For Applicants

Welcome and thank you for your interest in applying for a vacancy with the Department for Education, Children and Young People. We hope this information provides you with the support and guidance you need when submitting your application.

This is a Department built entirely for children and young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

We are a values-based organisation that work collaboratively across disciplines to combine knowledge, experience and ways of working to benefit children and young people.

The Department for Education Children and Young People have many opportunities for you to undertake a role where you can make a significant difference to peoples' lives. You could work within our libraries, schools and colleges, supporting our learners or in the provision of statutory services to children and young people, these are just some of the many roles we have to offer.



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure Bright lives. Positive futures for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

If you have any queries about vacancies and employment, the application process or anything contained in this guide, please email recruitment@decyp.tas.gov.au. For enquiries related to a specific vacancy, contact the vacancy contact person provided in the job advertisement.

Merit Selection

DECYP undertakes employment decisions according to the merit principle. Merit selection involves comparing an applicant's work-related qualities with the work-related qualities genuinely required to perform the duties of the position. By basing employment decisions on merit, all applicants are given a fair and equal chance to gain employment within DECYP.

The selection criteria are the primary source for identifying work-related qualities required for a position. The selection criteria are contained in the Statement of Duties (SoD).

Work-related qualities can include:

- skills and abilities
- qualifications, training and competencies
- standard of work performance
- capacity to produce required outcomes
- relevant personal qualities
- demonstrated potential for further development
- ability to contribute to team performance

HELPFUL HINT:

Some jobs attract very large numbers of applications. To make yours stand out, show that you understand what the role entails and include examples that detail how your previous experience will help you undertake the duties.

Essential and Desirable Requirements

Our Statement of Duties specify the essential and/or desirable requirements for each role.

Essential requirements are elements the applicant must hold in order to successfully undertake the duties and responsibilities of the role.

[Registration to Work with Vulnerable People \(RWVP\)](#)

All employees, volunteers and others (such as contractors and other external providers) who

work or operate at DECYP must hold a valid and current RWVP registration status of Employment/Volunteer. A RWVP registration is not required to apply for an advertised vacancy, however it must be obtained prior to your commencement date if you are the successful candidate.

[Teacher Registration](#)

All teachers must have a current full registration, provisional registration, specialist VET registration or limited authority to teach grants by the Teachers Registration Board before they can be employed to undertake teaching duties. This applies to all teachers including fixed term, relief, permanent, full-time and part-time appointments

Some other examples of the most common essential requirements can include:

- academic or professional qualifications;
- driver's licence;
- pre-employment checks such as Registration to Work with Vulnerable People (RWVP) or a conviction check.

[Conviction Checks](#)

Vacancies advertised within certain areas of the Department require conviction checks to be completed prior to the incumbent taking up an appointment, promotion or transfer.

If the vacancy you are applying for requires a conviction check, it will be outlined in the Statement of Duties. Conviction checks in the following areas are required to be conducted:

- A. crimes of violence;
- B. sex related offences;
- C. serious drug offences;
- D. crimes involving dishonesty;
- E. serious traffic offences;
- F. Identification check
- G. Disciplinary actions in previous employment check

Where the vacancy has **desirable requirements**, these are not mandatory but are well regarded and can further demonstrate an applicant's merit or potential. You do not have to hold the desirable requirements in order to be considered for a role.

All DECYP employees who are not Australian citizens must hold a valid visa that entitles them to work in Australia. Recommended appointees must provide evidence of citizenship or immigration status (including visa type, visa expiry date and visa number).

Reasonable Adjustments

We are a diverse and inclusive organisation and understand the importance of flexible working arrangements.

We encourage applications from First Nations Australians, people living with disability, people from diverse cultural and linguistic backgrounds, mature age workers and LGBTIQ+ people.

DECYP supports reasonable adjustment requests in any stage of the assessment process to remove barriers and facilitate full participation in all aspects of a selection process for applicants with disability. If you have individual requirements that need to be accommodated in order to participate in an interview or recruitment activity, please call the contact person to discuss any specific requirements that you may need at any stage.

Preparation

To help prepare your application, read the advertisement and the SoD and discuss any queries you may have with the vacancy contact person listed in the advertisement. It is important to be fully informed of the position requirements before submitting your application. You can also reach out to the vacancy contact and ask if they have any specific information they are looking for.

“Making contact with the contact officer is important as they can offer an insight into the role and important and specific background that can enhance your application.”

Short Form Application (SFA)

The SFA replaces the requirement to provide lengthy written responses against each selection criterion.

Your application should consist of only a two-page written application (SFA) accompanying your resume. The selection panel will read your written application and resume together. It is not necessary to repeat information that can easily be seen in your resume or include any additional documents.

The panel will use your resume to get an understanding of what you have done in the past that is relevant to the role.

Use the SFA to expand on the how and the why. Give specific examples of work you have done, with a focus on how you achieved outcomes. This will give the panel a good insight into your skills and knowledge.

Understanding the Selection Criteria

Selection criteria are a set of measurable standards against which selection panels can assess your suitability for the position.

We recommend that you not use the selection criteria as separate headings for your writing, as you would for a long form application.

Instead, use the Statement of Duties and selection criteria as background information and context to inform your writing about the skills and experience you have and how this relates to the role.

Selection criteria usually contain common key words or phrases that can guide you in drafting your response. Keywords/phrases you may find include:

‘Demonstrated knowledge’: provide examples that show you have this area of knowledge.

‘Demonstrated ability to’: even if you have not done this kind of work before, you can describe how your skills, knowledge and experience show that you are capable of doing the work.

‘Experience in’: provide examples of where you have done this work before.

‘Effective, Proven, Highly Developed, Superior’: you need to show your level of skill. Provide relevant detail, using examples of your achievements to illustrate your level of skills, knowledge and experience.

In your two-page SFA, highlight the achievements which best demonstrate your suitability for the role against the criteria considering the type of work required in the role, and providing specific examples of your skills in action.

The STAR approach

The STAR approach is a useful tool to effectively describe how you meet the selection criteria.

Situation — provide a brief outline of the situation or setting. What was the context?

Task — what was your role? What did you have to do?

Actions — what did you do and how did you do it?

Example:

As Research Support Officer at the Department of XYZ, I needed to ensure that managers were kept informed of policies and procedures (**Situation**). To do this, I initiated a monthly newsletter, which was emailed to each manager. I took responsibility for writing the main articles in each publication (**Task**). This involved obtaining ideas and input from other stakeholders to ensure that the articles reflected the needs of managers, both in terms of content and language. (**Actions**) I consistently received excellent feedback in relation to this newsletter from internal clients and my own manager. I received a divisional achievement award for the quality of this newsletter from management. Importantly, this initiative resulted in improved lines of communication between managers and the Research Support Unit (**Results**).

Results — what did you achieve? How do the results relate to the job you are applying for?

All parts of the STAR model are important however, the results are crucial. You may have been doing a particular task for years, but the selection panel need to know how well you have been doing that task. It is also important to use 'I' statements and specify your exact contribution to the situation.

Resume

Your resume should be concise and succinct and, do not include additional documents, such as certificates or references.

Use clear headings and dots points to allow the selection panel to easily see and find information about you that is relevant to the role.

We suggest you include the following to help the panel assess your application:

- relevant work history (this can include paid and unpaid work)
- relevant education, qualification and/or training history
- summary of your key skills that will support you to do the role.

Referees

Reference checking is an important step in verifying the overall information gathered through the selection process. Your current and/or a recent manager is the best person to comment on your skills and experience.

Referee details can be provided as part of your application in the online system. Provide names and contact details of two referees who are willing to be contacted about your capacity to perform the role.

Selection panels generally prefer to speak to your current or most recent supervisor. If you do not have any work-related referees, provide referees who know you from other environments and can comment on your work-related qualities.

The selection panel contact your referees to verify claims you have made, or more broadly to provide comment on your work-related qualities in relation to the position. It is therefore important that you nominate referees who are able to discuss your suitability in relation to the selection criteria.

It is good practice to speak to your referees prior to nominating them, alerting them to the vacancy you are applying for, and discussing the required work-related qualities. It may be beneficial to send them a copy of the statement of duties and your application.

Submitting your application

DECYP use an online recruitment system in which all applications are submitted electronically. By applying online, you receive immediate confirmation that your application is received.

A further benefit to applying online is that you can build your profile with your resume, copies of your qualifications and credentials to use when applying for positions in the future.

Submit a separate application for each position you wish to apply for. If you have any queries regarding how to apply, contact the vacancy contact person listed in the advertisement.

Late Applications

Please submit your application by the closing date. The acceptance of late applications is at the selection panel's discretion, and you must call the contact person to confirm if a late application can be accepted.

Selection Process

When a decision is made to fill a vacancy, the recruitment and selection process commences. The recruitment process commonly includes:

- Advertising the vacancy
- Receiving applications
- Short listing applicants
- Assessing applicants' suitability for the role via interview or other method
- Conducting referee checks
- Undertaking employment screening (if applicable)
- Offering the position to the preferred applicant.

A selection panel will conduct the selection process.

The composition of the panel will vary depending on the scope and nature of the position to be filled.

The role of the panel is to develop a recommendation on which applicant(s) are most suited for the position based on their work-related qualities and applying the merit principle.

Interviews

Interviews are a common selection method. Interviews usually include a series of questions based on the work-related qualities required for the position.

The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in the application and to enable the selection panel to gather further information for the assessment process.

You may need to bring the following to your interview or provide it in advance of your interview:

- referee details
- original or certified documentation required to satisfy essential requirements, if listed
- evidence of eligibility to work in Australia (e.g. passport, birth certificate, citizenship, current working visa)
- any other relevant information as requested by the selection panel.

It is natural to be nervous prior to and during interviews but being prepared can help ease these nerves.

The contact person should provide you with the names of persons on the selection panel, and any others who may be present in the interview.

Let the contact person know if you have any concerns about selection panel members. It is important to advise the contact person if you have any special needs.

Before the Interview

Research the DECYP website and the working area or unit as much as possible. The more knowledge you have, the better prepared you will be.

Prepare what you are going to say about your strengths, weaknesses, areas for development and goals.

Practice general responses but not answers to specific questions as you may find it hard if they don't ask the precise questions you have prepared for. Re-familiarise yourself with the information provided in the position's statement of duties.

Advise the contact person if you have any special needs or require any reasonable adjustments.

Arrive early to avoid getting stressed or flustered. Know where the interview is and how long it will take to get there. Arrive at least 10 minutes early to find the right office.

Bring any information you have been asked to provide. A pen and notepad for taking notes may also be a good idea.

Dress appropriately. A professional appearance is critical to making a good impression, even if you know the work location is casual.

During the Interview

Act appropriately. Try to use the names of the people interviewing you.

Display positive body language.

Listen carefully to the questions you are asked.

Do not be afraid to ask the interviewer to repeat them if necessary.

If you are stuck for an answer, ask if you can come back to that question later.

Answer questions as succinctly as possible – cover all your prepared points but do not go into

unnecessary detail about people or events that are not strictly relevant.

Ask the interviewers some questions about the responsibilities of the role and/or the focus of their roles. This demonstrates that you are enthusiastic about the organisation and the position.

Outcome Notification

If you are the successful applicant, you will be contacted by the panel convenor and offered the role verbally. You will then receive an offer of employment by email from recruitment. Offers are conditional subject to the satisfactory completion of all pre-employment checks and, where applicable, a review period (review period is 14 calendar days).

Once the pre-employment checks have occurred and the review rights are complete, you will receive formal employment documentation, along with onboarding and payroll related documentation.

If you are unsuccessful, we encourage you to take advantage of the invitation to receive feedback from the selection panel. This can help you to understand the panel's decision and to discuss ways in which you may improve future applications or interview performance.