

CLASSIFICATION SELF-ASSESSMENT

This form is a self-assessment against the requirements of the Victorian TAFE Teaching Staff Agreement 2018. The Agreement requires teaching staff to meet specified requirements regarding their teaching experience, vocational experience and qualification. This form can be used if you are applying for a new classification or if you are commencing a TAFE teaching role for the first time.

This form should be completed on a computer or tablet device. As it is a printable pdf, you will have the opportunity to save the document, then print either hard or soft copies which you can provide to the HR Department as part of your application. Parts of the form will be populated automatically depending on the selections you make, so you should work through the form in order.

You will notice a series of numbers on the left hand side of the form (e.g. **1**) - you can hover over these to reveal more information, or refer to the 'Teacher Guideline' document which also provides more information about the application process.

If you have any questions about this form, please contact your HR Department.

Employee name:	
Employee date of birth:	
Employee email address:	

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What is your employment status?	
What is your current classification?	
What classification are you applying for?	

Do you meet the following requirements?

2

Teaching Qualification:

Yes

No

3

Teaching Experience:

Yes

No

Comment:

4

Vocational Experience:

Yes

No

Comment:

QUALIFICATION SELF-ASSESSMENT

If you are applying for a classification at Level 2 or above, you must complete the following Qualification Self-Assessment to demonstrate that your qualification/s meet the requirements identified by the Victorian TAFE Teaching Staff Agreement 2018. You may use more than one qualification to demonstrate you meet the requirements. You are required to provide evidence of your qualification/s.

Note: If you are applying for a Level 1 classification and hold an approved Certificate IV in Training and Assessment, you do not need to complete the Qualification Self-Assessment and may proceed to page 5.

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Qualification 1	
Qualification name / code:	
Year awarded:	
Training organisation:	

Qualification 2 (if applicable)	
Qualification name / code:	
Year awarded:	
Training organisation:	

Qualification 3 (if applicable)	
Qualification name / code:	
Year awarded:	
Training organisation:	

6

Do your qualification/s contain studies in adult learning methodology?

Yes

No

If yes, identify the relevant qualification and units:

7

Do your qualification/s contain studies in teaching in a vocational education environment?

Yes

No

If yes, identify the relevant qualification and units

8

Do your qualification/s contain studies in applied research (linked to the Boyer framework)?

Yes

No

If yes, identify the relevant qualification and units and other supporting evidence

9

Do your qualification/s contain 200 hours of supervised practicum?

Yes

No

If yes, identify the relevant qualification and units and other supporting evidence

Please provide the following documents with this self-assessment:

Evidence of teaching experience (employer reference letters, payslips, etc.)

Evidence of vocational experience (employer reference letters, payslips, etc.)

Qualification award / certificate / degree

Academic transcript / Statement of results

Course syllabus / Course outline / Course guide

Applicable for classification assessments at Level 2 or above only:

Evidence of the applied research **unit/s** linked to the four pillars of the Boyer Framework (Discovery, Integration, Application, Teaching). Course syllabus/course outline/course guide must be provided (e.g. publications, reviews, reports, samples of work, reference letters)

Evidence of supervised practicum and **unit/s** clearly identified and documented 200 hours as per Schedule 4 of the MEA. The entire supervised teaching practice must be fully documented and evaluated by the institution conferring the qualification. You are expected to provide evidence of compliance with the requirements for supervised teaching practice, e.g., teaching journal, supervisor evaluation of lesson plans and the institution/s where the practice occurred.

DECLARATION

I, _____, declare that:

I have read and understood the information supplied to me in the Teacher Candidate Guidelines.

The information I have supplied on this form and in any attachment is complete, correct and up-to-date.

I have provided all of the required information and original documentation to assist the Human Resources team in reviewing the eligibility of my qualifications meeting the approved teaching qualifications as per the Victorian TAFE Teaching Staff Agreement 2018.

Signature:

Date:

APPLICATION

Once you have completed this form and gathered your evidence, save the document, then print either a hard or soft copy for submission to your HR Department representative. They will review your application along with guidance from the VTA Committee and, if required, contact you for further information.

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The peak body for Victoria's **TAFE** network

