

**EDUCATION SUPPORT FINANCE AND  
ADMINISTRATION  
RELIEF TRAINING PROGRAM 2018**

**South East Area  
(Dandenong)**

TRAINEE EXPRESSION OF INTEREST

**AIM OF THE PROGRAM**

The aim of the program is to provide training in school administrative systems to allow a relief pool of staff to cover short term employment in schools at short notice.

**This course is not suitable for people looking for full time employment in schools.**

**PROGRAM REQUIREMENTS**

Applicants must be prepared to:

- Attend all components of the program which includes **7 days of training** from 9.00 am until 4.30 pm daily on 26, 27, 28 March, 17 & 18 April, 15<sup>th</sup> May graduation day 28<sup>th</sup> June, 2018 and complete the 70 hours' work experience during term 1 & 2, 2018. There will also be online reading, modules and assessments to do. Attendance will be at:

*The Dandenong Information and Training Technology Centre located at McNabb Court Dandenong (grounds of Emerson School)*

- Attend an interview which will be conducted on 2<sup>nd</sup> March 2018 and complete a word processing and internet test before being accepted for the course.
- Complete online learning modules and reading material prior to the commencement of the face to face training. This will be available in March 2018. Online modules, assessment and reading will also form part of the training during the course.
- Gain experience in all school settings including secondary, primary and special schools during the work experience stage, in all facets of school administration and finance and work in a relief/emergency capacity for schools once you have completed the training.
- Be available for short term employment at short notice. It is advisable that all applicants should be working no more than two days per week in other employment.
- On successful completion of the program, trainees will be added to the relief list which will be distributed to all schools, training centres and School Finance Liaison Officers.

## **WORK EXPERIENCE COMPONENT**

It is a requirement of the Program, that applicants complete 70 hours work experience in schools. In order to assist with this, a list of host schools will be provided to trainees. We recommend you contact the Business Manager at your choice of host schools during your training to negotiate dates and times for the commencement of your work experience. It is important that you spend time at a mix of primary, secondary and specialist settings. There is no cost for the training days if accepted into the program.

How you accumulate the 70 hours is your decision. There may be times and days that are mutually acceptable to both you and the host school, but the choice is essentially yours and to be negotiated with each different school.

In order for you to gain as wide an experience as possible and consolidate your training experience, we expect:

- **Maximum time in any one school to be no more than 20 hours. (You may do more hours than 20, but only 20 will be counted towards your 70)**

Work experience will need to be completed by 13th June, 2018

## **WORKING WITH CHILDREN CHECK (WWC)**

A person cannot volunteer or be employed in a school without a WWC Check having been completed. Information on how to apply is available from <http://www.workingwithchildren.vic.gov.au/home/applications/>

If you currently hold a 'volunteer check' - that will be acceptable until such time as you are employed in a school. Successful applicants without a current WWC Check would be advised to obtain a Check under the 'employment category'. As these checks can take some time to process, we would suggest you complete the form and submit as soon as possible.

## **CRIMINAL RECORDS CHECK**

If you are successful in applying for the training, a Criminal Records Check will also be required (details will be provided on acceptance) before commencing work experience. The Department of Education & Training will **NOT** accept any Commonwealth or State police clearance of a generic nature e.g. Victorian Police Certificate. You will be required to pay for the cost of the criminal records check. At the current time the cost of the Criminal records check is \$23.00

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**APPLICANTS DETAILS**

<b>NAME</b>	
<b>ADDRESS</b>	<b>POST CODE</b>
<b>MOBILE</b>	<b>TELEPHONE</b>
<b>EMAIL (Please note we will communicate with you via this email address)</b>	

**KEY SELECTION CRITERIA**

Please include details about your recent and previous experiences in **all** of the following areas:

**Current employment status – Full time, Part time (number of days), casual, voluntary**

**Level of commitment to complete the Program (including 70 hours work experience) and hours available for relief assignments**

**Any previous relevant business, finance or administration work experience – please list**

**Have you worked or volunteered in a school? Please list any experience and at which school**

**Computing skills – please list including your level of expertise i.e. beginner, competent, expert, and which programs you have experience in**

**Ability to work effectively with others**

**Aptitude to cope with the varied demands of a school office**

**My goals once I have completed the ES Relief Training Program are:**

Please list the contact details of 3 Referees and relationship ( school or business)

SCHOOL REFEREE NAME:	RELATIONSHIP	Email preferred:
NAME	RELATIONSHIP	TELEPHONE/EMAIL
NAME	RELATIONSHIP	TELEPHONE/EMAIL

Status of WWC Check:

Employment category is essential to participate in the training program	Number	Expiry Date

Please attach a resume to this application if available (no longer than 2 pages).

**PLEASE NOTE: APPLICATIONS CLOSE Tuesday 20<sup>th</sup> February, 2018**

All information *including* this proforma should be emailed to: *Denise Sadler* at: [sadler.denise.d@edumail.vic.gov.au](mailto:sadler.denise.d@edumail.vic.gov.au)

*With the subject heading ES Relief program – Dandenong 2018*

If you have any further questions regarding the Program please contact:-

**Denise Sadler**  
President  
Association of Business Managers in Victorian State Schools (ABMVSS)  
Phone: 0409 951 491  
Email: [sadler.denise.d@edumail.vic.gov.au](mailto:sadler.denise.d@edumail.vic.gov.au)