

## CAREER CHANGE PROGRAM SELECTION PROCESS

The selection process will include the following elements:

- All applicants are required to submit a pro forma application that provides details of academic and other qualifications, work experience and referees. It will contain a supplementary questionnaire designed to assess applicants' literacy skills and their interest in and suitability for a teaching career. Documented evidence of qualifications and work experience will be required.
- Short-listed applicants will be interviewed by local school selection panels. The local panel will be responsible for administering a written test to assess the literacy skills of applicants. Where an applicant does not meet university entry requirements, they will not be eligible for appointment under the Program.
- Recommended applicants will be centrally assessed (by the Victorian Institute of Teaching and the University provider) to ensure that minimum entry requirements are satisfied, and to gauge suitability in terms of literacy skills and interest in teaching. No verbal offer will be made until this central assessment is completed
- Selection decisions are otherwise the responsibility of local selection panels and based on an overall assessment of candidates against the prescribed selection criteria, including information gained from interview, written applications, the written literacy test, referee checks and the supplementary questionnaire.
- The Schools Recruitment Unit will prepare a written employment offer and Career Change Program contract for recommended applicants after the central assessment process is completed. This will be emailed to the school for the principal's signature and dispatch.
- Before formal employment offers are made, schools will invite prospective appointees to visit and experience the school environment over a period of several days. Accommodation expenses for school visit can be claimed from the Schools Recruitment Unit up to a maximum of \$100 per day.

### Vacancies Occupied by a Paraprofessional

Vacancies currently occupied by a paraprofessional who gained employment as a result of an advertisement in the last 12 months are not required to be re-advertised. The paraprofessional and their school are eligible to receive the financial and other benefits derived from the Career Change Program, including the offer of ongoing employment subject to successful completion of an approved pre-service education course and other normal pre employment checks. The inclusion would also be provided if the paraprofessional is already part-way through teacher studies, or is assessed as meeting the university provider's entry requirements. In the latter instance, the paraprofessional could be required to undertake a written test to ensure that appropriate literacy standards are met.

### Wannik Career Change

Schools wishing to raise a Wannik Career Change vacancy will follow the same process. While it would be advantageous for vacancies to be in the hard to staff areas all curriculum areas are available for consideration.

