

# Bendigo TAFE and Kangan Institute

## Teaching Incentive Program

### Terms and Conditions

By applying for, and taking part in, the Bendigo Kangan Institute (trading as Bendigo TAFE and Kangan Institute) (**the TAFE**) Teaching Incentive Program (**Incentive Program**), all applicants will be deemed to have accepted and be bound by these Terms and Conditions. Any violation of these Terms and Conditions may result in your application being rejected or your participation in the Incentive Program being revoked.

As outlined below, selected candidates will receive mentoring, incentive payments, and the opportunity to work as an employee of the TAFE.

#### Eligibility

To be eligible to participate in the Incentive Program, an applicant must be:

- an Australian citizen or Australian permanent resident (passport, birth certificate, visa or citizenship certificate must be provided); and
- a student enrolled in a Certificate IV in Training and Assessment (TAE40116) qualification but is yet to commence; or
- a current student who has recently commenced a Certificate IV in Training and Assessment (TAE40116) qualification (ie enrolled since 1 December 2020); or
- a future student who is eligible for, and intending to enrol in a Certificate IV in Training and Assessment (TAE40116) qualification.

You will not be eligible to apply for the Incentive Program if you have already received a Free TAFE scholarship to complete the Certificate IV in Training and Assessment (TAE0116).

Applicants who have been successfully awarded a place in the Incentive Program and do not complete the first semester (or equivalent) of the Certificate IV in Training and Assessment (TAE40116) qualification, become excluded from any future Incentive Program applications (unless extenuating circumstances apply).

#### Selection criteria

All applications will be reviewed by a Selection Committee and the following criteria will be used when assessing applications:

- Demonstrated likelihood to successfully complete the Certificate IV in Training and Assessment (TAE40116) qualification;
- Applicants must have a minimum of 3 years' full time qualified experience in the industry that they want to apply for as part of the Incentive Program;

- An assessment of the applicant's understanding of their industry and the employment opportunities and pathways;
- An assessment of the applicant's commitment to promote the TAFE as a leading vocational education and training provider; and
- An assessment of the applicant's achievement demonstrated through previous study, industry experience or a combination of both.

## Application process

All applications are to be completed using the [Teaching Incentive Program Application Form](#) and will be assessed within 4-6 weeks of the application date.

Applications for the Incentive Program will be accepted on an ongoing basis from Wednesday 1<sup>st</sup> March 2023 until all positions are awarded, or until 11.59pm on 30/06/2023, whichever is earlier.

The total value of the combined awards of participation in the Incentive Program is equivalent to 8 positions in the Incentive Program.

Successful applicants will be required to enter into a separate agreement with the TAFE regarding their participation in the Incentive Program.

## Evidence to attach to the application

1. All applicants must attach proof of eligibility (Australian citizenship or Australian permanent residency). This can be a certified copy of a passport, birth certificate, citizenship certificate or visa. **A drivers licence or Medicare card will not be accepted.**  
**Note:** A certified copy is a copy of an original document that has been verified as being a true copy after the original document has been sighted by an authorised person. An authorised person may include a Justice of the Peace, police officer, barrister, solicitor or patent attorney, pharmacist, medical practitioner, veterinary practitioner, or a Certified Accountant (CPA). For a complete list of authorised witnesses please refer to the [Department of Justice and Community Safety website](#).
2. Within the application form, applicants can attach any relevant documentation (maximum 5 documents) in support of their application e.g. resume, letters of support, certificates (if multiple, please scan into one document), evidence of eligibility etc.
3. The application must include the name and contact details of two personal referees. Referees cannot be family members. Reference checks may be conducted by the TAFE as part of the application review process and by providing contact details of a referee the applicant consents to the TAFE contacting that referee.

Applications submitted without the mandatory supporting evidence will not be considered by the Selection Committee (defined below). Incomplete, indecipherable, or illegible applications will be deemed invalid.

No additional information will be accepted from (or in respect of) an applicant after the applicant has submitted their application form unless such additional information is requested by the TAFE.

The TAFE is not responsible for any problems the applicant has sending or receiving communications, including technical malfunction of a computer or any associated matters related to the applicant's access or use of technology.

All information supplied as part of the application process must be true and correct at the time of submission and the applicant must inform the TAFE immediately if any information supplied as part of the application becomes incorrect after the date of submission. All information supplied as part of the application will be treated as confidential.

The TAFE reserves the right to close the applications early once all positions are awarded. The TAFE also reserves the right to amend the terms, conditions and eligibility criteria at its discretion.

## Administration of the Incentive Program

### Convening of the Selection Committee

The TAFE will establish a committee to review each application against the Selection Criteria and determine the success of an application (**Selection Committee**). The Selection Committee will be comprised of:

- A representative from the relevant teaching department
- The Education Director from the relevant teaching department - A representative from the TAFE's Organisational Development team.

The Selection Committee will review and shortlist applications and invite shortlisted candidates to an interview. If successful, shortlisted applicants will also be required to attend a second interview where they will be asked to present to the Selection Committee. Applicants may also be required to undergo a personality assessment as part of the recruitment process.

The Selection Committee will judge each application according to its merits and having regard to the selection criteria and will maintain documentary evidence of its selection. The Selection Committee may also request reasonably additional information to support its decision making process as part of the shortlisting process eg completion of a skills matrix.

The outcome of the Selection Committee is final and no correspondence shall be entered into.

The Selection Committee will notify all applicants, in writing, of the outcome of their application within five (5) working days of convening the Selection Committee meeting to discuss the application.

Successful applicants will receive (by email) an offer for participating in the Incentive Program.

Selection Committee members will declare any conflict of interest, prior to commencing a selection process.

### Acceptance of a place in the Incentive Program

Once an offer is made, it is the responsibility of the recipient to accept the offer in writing within the given time period. Failure to accept the offer within this timeframe may result in the offer being withdrawn at the discretion of the TAFE.

It is the responsibility of the recipient to enrol in the Certificate IV in Training and Assessment (TAE40116) qualification within the given time period. Failure to enrol within this timeframe may result in the offer to participate in the Incentive Program being withdrawn.

Each successful applicant will also be required to enter into a separate agreement with the TAFE regarding their participation in the Incentive Program.

As part of accepting a place, the successful applicant will be required to provide evidence of having a current (less than 5 years old) Working with Children Clearance and having nominated the TAFE as a primary or secondary employer. New applications or changes to employer details can be done via the following website: <https://www.workingwithchildren.vic.gov.au/>

The TAFE employer details should be noted as follows:

Bendigo Kangan Institute – HR Services  
Private Bag 299  
Somerton Vic 3062

### Benefits of the Incentive Program

#### Mentoring

Recipients will participate in mentoring opportunities throughout the Incentive Program.

Each recipient will be matched with a suitable mentor (e.g. Senior lead teacher) within 4 weeks of commencing employment.

Recipients will have a minimum of one contact per fortnight and one formal mentoring session per month.

The TAFE will provide suitable monitoring and evaluation processes to ensure the quality of the mentoring, and will address issues in a timely manner.

#### Incentive payments

Recipients must demonstrate participation in the Certificate IV in Training and Assessment (TAE40116) qualification prior to receiving incentive payments.

The total incentive payment will be \$10,000 split into three payments as follows:

Payment 1: \$2000 upon enrolment in the Certificate IV in Training and Assessment (TAE40116) qualification

Payment 2: \$2000 after completion of Certificate IV in Training and Assessment (TAE40116) qualification

Payment 3: \$6000 after completion of two year's employment with the TAFE in a teaching role

Payments will be made to the recipient within four (4) weeks of each payment milestone noted above.

## Employment

Following successful completion of a Certificate IV in Training and Assessment (TAE40116) qualification, and subject to the termination provisions below, the recipient will be offered an ongoing teaching role that aligns with their area of experience and expertise. A formal contract of employment will be provided to the recipient and it is the responsibility of the recipient to accept the offer in writing within the given time period.

## Conditions

The Incentive Program applies to the completion of Certificate IV in Training and Assessment (TAE40116) qualification and is not transferable to another qualification.

The Incentive Program is not transferable to another training provider.

The value of the Incentive Program is not transferable, saleable or exchangeable under any circumstances whatsoever.

Recipients will be expected to act as an ambassador for the TAFE and participate in related network activity. Ways in which recipients may contribute in their role as an ambassador could include attending or speaking at the TAFE events or participating in promotional activities (including social media) where reasonably requested by the TAFE.

Recipients agree to appear in visual and/or audio recordings which can be used in advertisements, documents and other promotional material published by the TAFE.

Recipients give permission for their name, words, artworks and any visual and/or audio recordings of the recipient to be used in advertisements, documents and other promotional material published by the TAFE.

## Termination

The TAFE has the discretion to terminate a recipient from the Incentive Program, not make any further incentive payments and to recover any incentive payments already made to a recipient in the event of any of the following:

- the behaviour of the recipient on or off campus is considered to bring the Incentive Program or the TAFE into disrepute;
- the recipient's enrolment in the Certificate IV in Training and Assessment (TAE40116) is cancelled for any reason;
- if the recipient is found not to be using incentive payments as intended, the TAFE may require the recipient to repay any incentive payment/s in full; or
- deferral of study in the year of the award without sufficient rationale.

Once terminated, a recipient will not be reinstated and the must refund any amounts paid to the TAFE in respect of the Incentive Program prior to termination within ten (10) business days of being requested in writing to do so.

**Privacy statement**

Any information you provide will be held in accordance with Bendigo Kangan Institute's privacy policy, which can be viewed at <https://www.kangan.edu.au/privacy-statement>.

- All applications become the property of the TAFE (including any intellectual property rights comprised therein).
- The content of applications is confidential.
- The Incentive Program, and any issues relating to the construction, validity, interpretation and enforceability of these Terms and Conditions, is governed by the laws of Victoria, Australia

If you have any questions regarding these Terms and Conditions, please contact [teacherincentive@kangan.edu.au](mailto:teacherincentive@kangan.edu.au)