HOW TO…

TASC SESSIONAL EMPLOYMENT REGISTER

This document provides step-by-step instructions on how to apply for and update your application on the **TASC Sessional Employment Register**. The register allows you to nominate the sessional roles you wish to be considered for – Setting Examiner, Exam Critic, Marking Coordinator, Marker, Supervisor Coordinator, or Supervisor, all within a single application. Specific role preference forms will be communicated to registered applicants ahead of the opening of those roles each year.

If you no longer wish to be considered for any TASC sessional roles, instructions for withdrawing your application are provided at the end of this document.

New applicants

Start your application using the steps below:

Step 1: Create a profile

Go to the **TASC Sessional Employment Register** and click **Apply now** and follow the prompts to create a new profile.

Step 2: Add your contact details

- After logging in, you'll be taken straight to the **Personal details** page.

- Fill in your name, contact number, email address, and any other required details, click **Save and continue** to move to the next step.

Save and jump to: Home > Personal details > Eligibility > Supporting documents and Role Preferences > Referee details > Application Declaration and Consent Form > Submit >

Personal details

Please fill in all mandatory fields marked with an asterisk (*).

Title:	Select
First name:*	
Middle name:	
Last name:*	
Preferred name:	
Date of birth:*	Day [Select] Month [Select] Year [Year]
Email address:*	cohen.watson@internode.on.net
Home address:*	
Home address line two:	
City/Suburb/Town:*	
Country:*	Australia
State / Territory:*	Select
PostCode/Zip:	
Mobile number:*	
SMS text notification:	○ Yes ○ No
Employment status:*	Select

Save and exit | Save and continue

ent for Education, Children and Young People

TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

Step 3: Complete the eligibility section

On the Eligibility page, answer the questions about your employment history and provide details related to your Registration to Work with Vulnerable People (RWVP).

You will need:

- Your RWVP card number (if you have one)
- Your Department of Education employee number (if applicable)

Read the Essential Requirements carefully, especially the instructions for ensuring your RWVP registration is valid and can be verified. If you do not currently hold an RWVP, follow the link provided on the page to register via the Department of Justice.

Once you have completed the section, click **Continue** to move to the next step.

Save and jump to: Home > Personal details > Eligibility > Supporting documents and Role Preferences > Referee details > Application Declaration and Consent Form > Submit >

Eligibility

Save and exit   Continue

Step 4: Complete the Support documents and Role Preferences section

- Tick all the boxes that match your experience and skills
- Then write a short summary (500-700 words or dot points) explaining your experience relevant to the roles you're applying for.

Save and jump to: Home > Personal details > Eligibility > Supporting documents and Role Preferences > Referee details > Application Declaration and Consent Form > Submit >

Supporting documents and Role Preferences

Select the selection criteria that you can meet. (please note you can select more than one and up to all of the criteria).*

☐ I have superior knowledge of the TASC course(s) and teaching experience in the relevant subject area(s) that require Setting Examiners Exam Critics Marking Coordinators and Markers.

☐ I have an understanding of criterion based assessment.

☐ I have high level written and oral communication skills.

☐ I can follow documented procedures and policies.

☐ I can meet specified timeframes and deadlines.

☐ I can follow all confidentiality and security requirements.

☐ I am receptive to receiving feedback and have the ability to apply any feedback.

☐ I have a high level ability to work cooperatively as a member of a team.

☐ I have the ability to work with a range of different technologies and communication platforms.

Please provide a 500-700 word summary (or dot points) outlining your skills, knowledge and experience in relation to the Statement of Duties for the role(s) you are applying for. For roles which require superior knowledge of relevant TASC course(s), please provide subject area (Setting Examiner, Exam Critic, Marking Coordinator and Marker Roles) of your experience in relation to the course(s), including the number of years teaching experience in the relevant subject area.*

TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

Step 5: Upload your resume and documents

- Upload your **current resume (up to 2 pages)** – this is required.

- If you haven't got one uploaded, TASC will contact you to request it.

- You can also upload a cover letter or other supporting documents (optional).

Save and jump to: Home > Personal details > Eligibility > Supporting documents and Role Preferences > Referee details > Application Declaration and Consent Form > Submit >

Supporting documents and Role Preferences

You should upload documents that support your claims against the requirements of the position as outlined in the advertisement.

Documents **must** be uploaded in the following formats: .DOC, .DOCx, .PDF, .TXT, .RTF. Uploading a file of any other type may result in your documents not being accepted by the system.

To upload a file:

1. Click 'Browse...' and select the file from your computer.

2. Click 'Upload' to send the resume to us, this may take a few minutes depending on the speed of your internet connection.

To delete a file that you have uploaded, click 'Delete'.

Please ensure that you read the job advertisement thoroughly to determine which documents you need to submit with your application as this may vary between jobs. Some jobs may require you to submit either a selection criteria response or a short form application. You may also be asked to submit a covering letter.

Have you previously provided TASC with your CV/Resume?*

○ Yes

○ No

Cover Letter (Optional)   📄 Upload file

Other supporting documents (Optional)   📄 Upload file

Step 6: Choose the roles you want to apply for

- Select one or more of the following roles, click **Continue** to move to the next step.

Save and jump to: Home > Personal details > Eligibility > Supporting documents and Role Preferences > Referee details > Application Declaration and Consent Form > Submit >

Supporting documents and Role Preferences

What sessional role are you interested in applying for?*

☐ Exam Critic   ☐ Setting Examiner

☐ Marking Coordinator   ☐ Marker

☐ Supervisor Coordinator   ☐ Exam Supervisor

Save and exit   Continue

Step 7: Complete the referee details section

- Complete this section, providing details of two referees, click **Continue** to move to the next step.

Save and jump to: Home > Personal details > Eligibility > Supporting documents and Role Preferences > Referee details > Application Declaration and Consent Form > Submit >

Referee details

Save and exit   Continue

TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

Step 8: Complete the application declaration and consent form

- Complete application declaration and consent form, click **Continue** to move to the next step.

Application Declaration and Consent Form

By submitting this application and Consent Form I declare that:

1. I consent to TASC contacting my referees and/or past employers and/or any Law enforcement and/or regulatory authorities to satisfy itself of this declaration, including making various enquiries and checks about me in relation to any previous employment or offence history.
2. I consent to the use of information gathered throughout the recruitment and selection process by TASC in relation to any current or future vacancy for which I am considered. If successful in my application for employment, I also consent to this information being used during my employment for employment-related purposes.
3. I understand and acknowledge that providing false or misleading information relevant to employment within TASC in the State Service may result in the withdrawal of an offer of employment or dismissal.
4. All of the information I have provided in and with this application for employment is complete, true and correct.

Personal Information Statement

All personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to the Department.

You may obtain a copy of the Department's Personal Information Protection Policy on request to HRM@education.tas.gov.au or at https://documentcentre.education.tas.gov.au/Documents/Personal-Information-Protection-Policy.pdf.

Save and exit | Continue

Step 8: Submit your application

Complete the question on the **Submit** page, then click **Submit** to finalise your application.

Submit application

Please fill in all mandatory fields marked with an asterisk (*).

To help us with our marketing strategy, please answer the following question

How did you hear about this opportunity?:*   Select

Save and exit | Submit

TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

Previous Applicants

Update your application using the steps below *(if needed)*:

Step 1: Log in to your profile

Go to the **TASC Sessional Employment Register** and click **Apply now** to login with your existing login details.

Step 2: Check or update your contact details

- After logging in, click **View application**.
- You can view a summary of your application, and you have the option to email a copy to yourself.
- To update your contact details click the **Update Profile** page.
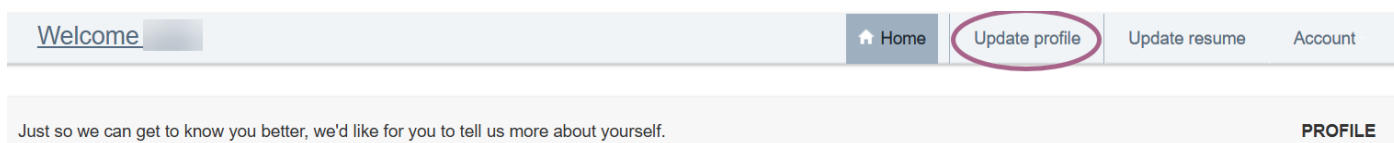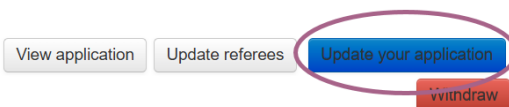

It's important to make sure your contact details are up to date, so we can get in touch with you if needed.

Step 3: Updating application details

To update any part of your application, click **Update your application**.

You can then navigate to the different pages of the application to update your responses, role preferences, and referee details.
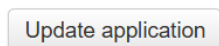
Step 4: Saving updated application details

After making any updates, make sure you click through to the **Update** page and click '**Update application**' to ensure your changes are saved and submitted.

TASC
TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION

Withdrawing from the TASC Sessional Employment Register

After logging into the register, click on **Home** at the top of the page.

Save and jump to Home > Personal details > Eligibility > Supporting documents and Role Preferences > Referee details > Application Declaration and Consent Form > Submit >

Select *Withdraw* for your submitted application for the **TASC Sessional Employment Register**.

Welcome _____ | 🏠 Home | Update profile | Update resume | Account

Just so we can get to know you better, we'd like for you to tell us more about yourself.

So that we can understand where you'd really make a difference, every little bit of information you add counts! And of course - you can always provide us your resume.

PROFILE

Incomplete applications
You have no incomplete applications.

Submitted applications
▶ TASC Sessional Employment Register (7009895)
Department for Education, Children and Young People
Application submitted 31 Oct 2024 at 8:33pm AEST.
Current status: Application acknowledgment

View application | Update referees | Update your application

Withdraw

Complete the mandatory fields and then select *Withdraw application*.

Welcome _____ | 🏠 Home | Update profile | Update resume | Account

Withdraw application
Please fill in all mandatory fields marked with an asterisk (*).

You are about to withdraw your application to TASC Sessional Employment Register

Withdraw application | Cancel

Please note: If you only wish to withdraw your interest in specific roles, click **Update your application**, then go to **Supporting Documents and Role Preferences** and unselect the role(s) you no longer wish to be considered for.

Save and jump to: Home > Personal details > Eligibility > Supporting documents and Role Preferences > Referee details > Application Declaration and Consent Form > Submit >

Supporting documents and Role Preferences

What sessional role are you interested in applying for?*

☐ Exam Critic   ☐ Setting Examiner
☐ Marking Coordinator   ☐ Marker
☐ Supervisor Coordinator   ☐ Exam Supervisor

Save and exit | Continue

TASC
TASMANIAN
ASSESSMENT, STANDARDS
& CERTIFICATION